



# NATIONAL HIGHWAY FOUNDATION

A Company exempted from using the words '(Guarantee) Limited'  
As part of its name under Section 42 of the Companies Act, 2017

27-Mauve Area, G-9/1,

No. 1(E)/NHF/2019/578

Islamabad, the 27<sup>th</sup> November, 2019


## CIRCULAR

Subject: - **ELECTION OF NHF BOARD OF DIRECTORS**

It is brought to the notice of all regular NHA employees that tenure of elected four Directors of NHF has expired. Hence, for availing welfare facilities of NHF and to participate in election for Director of National Highway Foundation (NHF) Board is mandatory membership of NHF. Therefore, interested regular employees of NHA are requested to get Lifetime Membership as follows:-

- a) To submit applications for Lifetime Membership in the office of Coordination Officer, NHF, Room No. 107, NC Building, 27-Mauve Area, G-9/1, Islamabad (Ph:051-2286551) by **10-12-2019** as per Proforma(s) enclosed alongwith non-refundable membership fee through Demand Draft/ Pay Order/ Deposit Slip in favour of National Highway Foundation, Islamabad:-
  - i) BS-16 and above : Rs.1,250/-
  - ii) BS-15 and below : Rs. 625/- contest
- b) Interested life time members of NHF may forward their consent (Proforma attached) for contesting election of NHF Directors by **20-12-2019**.
- c) All concerned should note that membership of NHF-Housing (Pvt) Limited/allotment of plots in Society has no concern with the Lifetime Membership of NHF.
- d) General meeting for Elections of Four Directors is scheduled to be held on **02-01-2020 (Thursday)** at NHA Head Quarter and Regional Offices. All registered members shall be eligible to participate for voting.

3. Addressees are requested to give wide circulation to this circular within their jurisdiction so that all regular employees may be intimated accordingly.

  
(ARBAB ALI) 27/11/19  
Member (Engg- Coord) NHA/  
Secretary, NHF

### **Distribution:-**

- All Zonal Members, NHA
- All General Managers, NHA-HQ/ Regions/ Projects
- Manager (Operations) NHF/Director (RAMS) NHA
- SPS to Chairman, NHA/ MD, NHF
- Notice Board.



## **NATIONAL HIGHWAY FOUNDATION**

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Latest  
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### **CONSENT NOTICE FOR ELECTION OF DIRECTOR OF THE BOARD**

1. Life Time Membership Number \_\_\_\_\_
2. Name in full \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. CNIC No. (Attach Copy) \_\_\_\_\_
5. Address \_\_\_\_\_  
\_\_\_\_\_
- Cell No. \_\_\_\_\_ Ph. Office/Res. \_\_\_\_\_
6. Designation / BS \_\_\_\_\_
7. Place of posting \_\_\_\_\_

I hereby submit my consent to contest the election for the position of Director, NHF Board. I have read over the important provisions for the Director under companies ordinance, 1984 as printed overleaf which I accepts and agreed, I further undertake that I will neither claim any remuneration nor my official work in NHA will suffer, if I am elected as Director of NHF Board.

(Signature with Date)

#### **Supporting Two Members**

Sr. No.	Name	Lifetime Membership No.	Signature
1			
2			

Overleaf -1



## Important Provisions for Directors under Companies' Ordinance, 1984

### 1. DUTIES OF DIRECTORS

The Directors shall duly comply with the provisions of the ordinance and in particular with the provisions in regard to the registration of the particulars of mortgages and charges affecting the property of the Company or created by it, to the keeping of necessary statutory registers as prescribed under the ordinance, and sending to the Registrar of Companies an annual return on Form-B of Third Schedule to the Ordinance, and notifications of particulars or any changes therein of Chief Executive / Director(s) / Secretary / Chief Accountant / Auditors / Legal Advisor on the Forms prescribed in the Ordinance, three copies of Annual Audited Accounts and Reports apart from any other statutory returns as prescribed in the Ordinance.

### 2. DISQUALIFICATION OF DIRECTORS

No person shall become a Director of company if he suffers from any of the disabilities or disqualifications mentioned in section 187 of the ordinance and he already a Director, shall cease to hold such office from the date he so becomes disqualified or disabled or if removed by a resolution of members as hereinafter provided, or if by notice given to the Company, he resigns his office. Provided however, that no Director shall vacate his office by reason only of his being a member of any company which has entered into contracts with or done any work for, the Company but such Director shall not vote in respect of any such contract or, work, and if he does so vote, his vote shall not be counted.

### 3. SECRECY

Every Director, Chief Executive, Secretary, Auditor, Trusty, Member of a Committee, officer, servant, agent, accountant, or any other person, employed in the business of the Company shall observe strict secrecy representing all transactions of the Company and the state of account with individuals and in matters relating thereto and shall not reveal any of the matters which may become to his knowledge in the discharge of his duties except when required so to do by the Directors or the Company in general meeting, or by a court of law, and accept so far as may be necessary in order to comply with any of the provisions in these presents herein contained.

### 4. ELECTION IN ACCORDANCE WITH ORDINANCE

The Director shall comply with the provisions of sections 174 to 178 and sections 180 and section 184 of the Ordinance relating to the election of the Directors and matters ancillary thereto.



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**Lifetime Membership Form**

**(Only for Regular NHA Employees)**

1. I, \_\_\_\_\_ Father's Name \_\_\_\_\_  
having following particulars hereby request for the Lifetime Membership of the Foundation:-
  - a) Date of Birth: \_\_\_\_\_
  - b) Date of Appointment in NHA: \_\_\_\_\_
  - c) CNIC No. (Copy to be attached): \_\_\_\_\_
  - d) Substantive (actual) post and Basic Scale: \_\_\_\_\_
  - e) Marital Status: - Married \_\_\_\_\_ - Unmarried \_\_\_\_\_
  - f) Name of Spouse: \_\_\_\_\_
  - g) Permanent Address: \_\_\_\_\_
  - h) Present/Postal Address: \_\_\_\_\_

Cell No. \_\_\_\_\_ Home/Office Ph: \_\_\_\_\_
2. I am a regular employee of NHA and having family members who are wholly dependents upon me and are residing permanently with me parents, dependent son (without any job), un-married or divorced daughters, as per attached proforma.
3. I hereby undertake that I will comply with/follow the rules/regulations/policies/procedures of NHF as declared from time to time.
4. I will intimate my addresses in case of any change. NHF will not be responsible for missing or non-receipt of any correspondence from NHF due to un-intimated changed address.
5. Proof of Membership Fee of Rs. \_\_\_\_\_ paid to NHF vide Bank Receipt/DD/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ is attached in **original**.

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

**Witnesses: (Only Lifetime Members of NHF)**

Sr. No.	Name	Designation	Signature	NHF Lifetime Membership No.
1.				
2.				



**Attention:-**

- i) Incomplete Form will be rejected at the risk and cost of employee without refund of paid fee.
- ii) Incorrect/concealment of information will lead to permanent disqualification of membership with NHF.

**Wholly Dependents Family Members**  
**Permanently Residing with the Employee**

1. Name of Applicant Employee: \_\_\_\_\_
2. Status/Post : \_\_\_\_\_

Sr. No.	Name	Age	Relationship	Status (if required)

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**