

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.1. CONFIRMATION OF 142ND MINUTES OF EPZA BOARD MEETING
HELD ON 31ST JULY, 2025.

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously confirmed and approved the minutes of the 142nd meeting.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.2. PROPOSAL FOR THE REVISION OF REGISTRATION, RENEWAL FEES AND STANDARD OPERATING PROCEDURES FOR CLEARING & FORWARDING AGENTS


During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously approved the revised fee structure as under:

- *Registration Fee: USD 1,000 (non-refundable)*
- *Bank Guarantee: Rs. 1,000,000*
- *Annual Fee: USD 1,000*
- *Late Renewal Fee: USD 200 (within 15 days), USD 500 (after 15 days)*

The Board further directed to frame SOPs for imposition of penalty on agents.


(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.3. STANDARDIZATION OF COMMITTED EXPORT

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously approved the proposal stated as under:

- a. The committed exports may be standardized at US\$ 1.00 million per annum per 1000 square meters. For plots smaller and larger than 1000 square meters, the committed export figure will be calculated on pro-rata basis.*
- b. No additional committed export shall be added for additional business activity undertaken by the investor.*
- c. A fine @ 10% of actual loss in EPZA Service charges may be imposed annually for non-achievement of the committed export instead of charging at the time of transfer of share or change of directorship. However, the remaining unrecovered fine amount for the period 2011-12 will continue to be recovered as per policy.*


(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.4 AMENDMENT IN LICENSE AGREEMENT

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously approved the proposed amendments in the license agreement. The Board also approved the inclusion of annual committed export figure in license agreement



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.5. GUIDANCE OF THE BOARD ON TWO CASES PERTAINING TO IMPOSITION OF FINES

5 (A). Case of Sunrise International Trading

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board approved that the case may be dealt in the light of Board's decision taken in 137th meeting held on 12-11-2024 and fine amount may be calculated accordingly.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.5. GUIDANCE OF THE BOARD ON TWO CASES PERTAINING TO IMPOSITION OF FINES

5 (B). Case of Moto Speed

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board agreed to the proposal and held that the fine amount may be calculated in the light of Board's decision taken 137th meeting held on 12-11-2024; and the fine on the basis of additional business activity may not be charged



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.6. LEVY OF 0.5% SALE CHARGES ON INTERNAL SALE OF PACKAGING MATERIAL

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board decided to collect the services charges from the indirect investors @ 0.5% on internal sale, prospectively.


(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.7. NON PERFORMING UNITS

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Agenda Item will be placed before the Board during its next meeting.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.8. RESPONSE OF CUSTOMS ON SOP FOR DISPOSAL OF INDUSTRIAL WASTE FROM KEPZ.

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

A meeting under the Chairmanship of Chairman, EPZA, Mr. Ashhad Jawwad, Ms. Nabeela Umar, Collector Customs (Exports) PMBQ, Mr. Mustafa Hemani, Mr. Hassan Masood Khawaja and Mr. Muhammad Idrees Gigi may be held to finalize the matter and place it before the Board during its next meeting.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

**ITEM NO.9. RESPONSE MATRIX IN RESPECT OF MDS, RING MAIN, HT
PANELS AND ALUMINUM CONDUCTORS OF KEPZ PHASE-III
PROJECT.**

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously decided that M/s NESPAK will prepare the revise PC-I of KEPZ Phase-III within three weeks.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

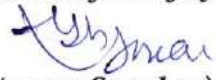
BOARD MEMORANDUM

ITEM NO.10. FIRE AND SAFETY COMPLIANCE CIRCULAR FOR INVESTORS

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board approved the circular dated 1st September 2025 on fire safety.


(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.11. REVISION OF COMPENSATION PACKAGE OF CONSULTANTS

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously approved that the compensation package for the consultant may be approved by the Board on the recommendation of the selection committee.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.12. SUBMISSION REPORT ON CLOSURE OF REGIONAL OFFICE LAHORE BY MR. HASSAN MASOOD KHAWAJA EPZA BOARD MEMBER

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously decided to close Regional Office Lahore and reduce the staff at appropriate level posted at Liaison Office Islamabad.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.13. ANY OTHER ITEM.

**ITEM NO.13A. REQUISITION OF OFFICERS ON DEPUTATION AND
CREATION OF CADRE POSTS IN EPZA**

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously decided to declare the following positions of EPZA as Cadre posts:

- *Director IP (reserved for deputation from SG/CTG and PCS)*
- *Director Finance (reserved for deputation from SG/PA&AS)*
- *Secretary (SG)*
- *GM BS-19 (PSP, SSP-level)*
- *GM BS-18/19 (PA&AS)*



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM

ITEM NO.13. **ANY OTHER ITEM.**

ITEM NO.13B. **DEPUTATION CASE OF MR. KHALID MEHMOOD ASSISTANT MANAGER.**

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously delegated the full powers of deputation to and from EPZA to the Chairman and also approved the deputation of Mr. Khalid Mehmood, Assistant Manager, Regional Office Lahore to Parks and Horticulture Authority, Sargodha Government of Punjab.



(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy

EXPORT PROCESSING ZONES AUTHORITY
(ADMINISTRATION DIVISION)

No.Estt-72-143(BOD)

Tuesday, the 23rd September 2025

BOARD MEMORANDUM


ITEM NO.13. **ANY OTHER ITEM.**

ITEM NO.13C. **MEDICAL CASES OF EPZA EMPLOYEES AND THEIR DEPENDENTS**

During the 143rd meeting of EPZA Board of Directors held on 8th September 2025, the Board resolved as under:

RESOLUTION:

The Board unanimously approved the above cases subject to condition that the payments will be made on comparison basis with panel hospitals. In case the employee has paid over and above the panel hospitals rates the same will be made by employee himself. In case the hospitals rates are lower than the panel hospital the lower rates will be paid to the employee.


(Ghulam Yaseen Sanghro)
Secretary

Copy to:

- PS to Chairman
- Member (Customs), FBR, EPZA Board Member
- Additional Secretary-II, MOIP, Islamabad
- Representative of Ministry of Commerce, Islamabad
- Representative of Ministry of Finance, Islamabad
- President, FPCCI, Karachi
- Mr. Mustafa Hemani, M/s. Hemani International
- Mr. Hassan Masood Khwaja, M/s. Froward Group, Sialkot EPZ
- Mr. Idrees, Gigi, KEPZ Karachi
- Director Finance
- Director IP
- Secretary BA&FC
- Office Copy