



Subject: Inaugural Ceremony Attendance Confirmation for Pakistan Auto Parts Show (PAPS) 2025

Issued by: PAAPAM & Petrol Solution Co., Ltd.

Effective Date: 3 November 2025

Valid for : Diamond Sponsor

1. Purpose

This Standard Operating Procedure (SOP) outlines the process for confirming attendance for the **Inaugural Ceremony** of the **Pakistan Auto Parts Show (PAPS) 2025**. It provides the necessary steps to ensure all sponsors, exhibitors, and their designated representatives are properly registered for the event.

2. Scope

This SOP is applicable to all sponsors and exhibitors who wish to attend the **Inaugural Ceremony** of the **Pakistan Auto Parts Show (PAPS) 2025**, to be held at the **Karachi Expo Centre** from **11–14 November 2025**. The SOP covers the procedures for confirming attendance, seat allocation, and details of any speeches during the ceremony.

3. Responsibility

- **PAAPAM (Pakistan Association of Automotive Parts & Accessories Manufacturers)** and **Petrol Solution Co., Ltd.** are responsible for ensuring all sponsors and exhibitors complete the attendance confirmation process.
- **Exhibitors and Sponsors** are responsible for submitting the required details within the given timeframe that is 7th November 2025.

4. Procedure for Attendance Confirmation

4.1. Seating Allocation

- As per the **Diamond Sponsorship**, each sponsor is allocated **2 seats in the Front Row** at the **Inaugural Ceremony**.
- Additional seating may be available in **Rows 2-3**, subject to availability. Please refer to the seating plan to select your preferred seats.

4.2. CEO Speech Opportunity

- Each **Diamond Sponsor** is entitled to **1 CEO speech** during the **Inaugural Ceremony**.
- The speech duration will be **5 minutes**.
- The sponsoring company must provide the following details for the CEO speech:



- **Name of the CEO:** _____
- **Designation:** _____
- **Duration of Speech:** 5 minutes

4.3. Team Member Attendance

- Sponsors and exhibitors are required to submit the details of all **team members** attending the **Inaugural Ceremony**.
- The list must include the **Name** and **Designation** of each team member.

5. Required Information

Sponsors and exhibitors are required to provide the following details by **[Submission Deadline: 1 November 2025]**:

5.1. Front Row Seating (2 seats)

- **Name:** _____
Designation: _____
- **Name:** _____
Designation: _____

5.2. Additional Seating (Rows 2-3, 4 seats each)

- **Row 2: 4 seats**
 - **Name:** _____
Designation: _____
 - **Name:** _____
Designation: _____
 - **Name:** _____
Designation: _____
 - **Name:** _____
Designation: _____

5.3. CEO Speech

- **Name of CEO:** _____
- **Designation:** _____
- **Speech Duration:** 5 minutes

5.4. Team Members for Inaugural Ceremony

- **Team Member 1**
 - **Name:** _____
 - **Designation:** _____



- **Team Member 2**
 - **Name:** _____
 - **Designation:** _____
- **Team Member 3**
 - **Name:** _____
 - **Designation:** _____
- **Team Member 4**
 - **Name:** _____
 - **Designation:** _____

5.5. Contact Information

- **Contact Person Name:** _____
- **Designation:** _____
- **Mobile Number:** _____
- **Email Address:** _____

6. Submission and Confirmation

- **Submission Method:** Sponsors and exhibitors should submit the completed form via email to **[Email Address]** or through the provided online portal.
- **Confirmation:** Upon receiving the required information, PAAPAM and Petrol Solution Co., Ltd. will send a confirmation email, along with seat allocations and further event details.

PAAPAM SOUTH OFFICE

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7. Terms and Conditions

- **Limited Seating:** Please note that seating for the **Inaugural Ceremony** is limited. Early submission of the required details is strongly encouraged.
- **Changes:** Any changes to the seating allocation or attendance details must be communicated no later than **7th November 2025** to ensure proper arrangements.
- **Attendance Fee:** There is no additional fee for attending the **Inaugural Ceremony** for sponsors as per their sponsorship level.

8. Contact Information

For any inquiries or assistance, please contact:

Petrol Solution Co., Ltd.

Representative: Nabeel Bin Tariq Siddiqui **Phone:** +92 333 220 2294

Email: support@paps.pk, nbt@petrolsolution.com

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