

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE


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SUBJECT: REQUEST FOR NOMINATION(S) OF OFFICERS FOR THE  
WORKSHOP ON "DOING BUSINESS IN CHINA" AT PITAD

Please find enclosed herewith a copy of self explanatory letter No. PITAD-TRG-4(12)/2024, dated 22<sup>nd</sup> September, 2025 received from Pakistan Institute of Trade and Development (PITAD), Islamabad on the above mentioned subject.

2. All the Heads of Wing are requested to nominate officers for the subject conference to be held on Monday, 3<sup>rd</sup> November, 2025 at 1030-1230 hrs at PITAD. The nominations may please be shared with this Section by Monday, 27<sup>th</sup> October, 2025 so that a consolidated list may be sent to PITAD for necessary arrangements.

Encl: As Above

  
(Aamir Waheed)  
Section Officer (HR-I)

All Head (s) of Wing (s), Ministry of Commerce, Islamabad  
Database Administrator, Ministry of Commerce, Islamabad with request to upload  
the same on website

HR-I Section U.O No. 5(2)/2025-Admn-I/HR-I, dated 25-09-2025



Director(Training)

Tel: 9269819, Fax: 9269828

Government of Pakistan  
Ministry of Commerce  
Pakistan Institute of Trade and Development  
82, PITRAS BUKHARI ROAD, H-8/4 ISLAMABAD



**URGENT**

F.No.PITAD-TRG-4(12)/2024

Dated: September 22, 2025

Subject: **REQUEST FOR NOMINATION(S) OF OFFICERS FOR THE WORKSHOP ON  
"DOING BUSINESS IN CHINA" AT PITAD**

Respected Madam/Sir,

Pakistan Institute of Trade and Development (PITAD) is mandated to provide specialized training to the newly inducted officers of the Commerce and Trade Group of the Civil Services of Pakistan. It also organizes Domain Specific training as part of Mid-Career Management Course for the officers of economic ministries and attached departments. PITAD also imparts pre-departure training to the Trade & Investment Officers of Pakistan. We do trainings for Business, Chambers and Associations and Women Entrepreneurs as well.

2. Pakistan Institute of Trade and Development (PITAD) is planning to arrange a workshop on "Doing business in China" at PITAD. Detail of workshop is given below:

Workshop	Physical
Topic	Doing business in China
Resource person	Ms. Saleha Zakir Shah, Additional Collector Customs
Date	3 <sup>rd</sup> November. 2025 (Monday)
Time	1030 – 1230hrs
Out lines	<ul style="list-style-type: none"><li>- Importance of understanding of cultural nuances for business and officers</li><li>- Why are interpersonal skills important in business?</li><li>- Why &amp; how China business culture is different?</li><li>- Basic demographics and history of China and business culture</li><li>- Brief Chinese legal and business framework</li><li>- Interpersonal skills, non-verbal cues, verbal communication; general dos and don'ts in businesses</li></ul>
Who should attend	Trade Officers Economic Ministries (officers of BOI, FBR, EAD, MoFA, Industry, Provincial Departments), Chambers, Sectoral Associations, Businesses, Researchers etc.
Registration	Kindly confirm you interest to participate on: <a href="mailto:sdawoddl@gmail.com">sdawoddl@gmail.com</a>
Note	All officers/businesses in vicinity of (twin cities) are encouraged to participate physically. Officers/businesses of other cities may like to join us online.

3. Officers of Ministry of Commerce/other Economic Ministries and Attached Organizations are requested to attend the subject workshop.

Best regards,

Ms. Naila Kanwal,  
Deputy Secretary (HRM)  
Ministry of Commerce, Islamabad.

CC:

- Ms. Asmma Kamal, Deputy Secretary (China & Oceania), MoC, Islamabad.
- All Attached Organizations of MoC.
- All Economic Ministries of Federal Government and Attached Organizations.
- Economic Departments of Federating Units and Administrative Regions of Pakistan.
- All Businesses, Chambers and Sectoral Associations

BCC:

- SPS to Director General, PITAD

(Qazafi Rind)

please circulate  
and seek nominations  
from MoC & put up.  
24/9/25  
S.O (HR-I)