

Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony
(Umrah Section)

F.No. 2/3/2015-Umrah

Islamabad, dated 14th October, 2016


OFFICE MEMORANDUM

Subject: ATTESTATION OF CONTRACT/AGREEMENT DOCUMENTS OF TOUR OPERATORS.

The undersigned is directed to enclose a copy of "APPLICATION FORM" for Attestation of Contract/Agreement for Umrah Tour Operators along with Undertaking on stamp paper submitted by Tour Operators **Format-I**, No pending complaint Certificate from Department Tourist Services concerned **Format-II** and Three Specimen Signature of Tour Operator/Authorized Person **Format-III** for further necessary action.

2. This issues with the approval of Secretary Ministry of Religious Affairs & Interfaith Harmony, Islamabad.

Enclosed As Above:


(HIKMATULLAH KHAN)
Section Officer (Umrah)
Tele: 051-9201372

Distribution:

- i. Secretary, Capital Administration & Development Division, **Islamabad.**
- ii. Secretary, Youth Affairs Sports, Archeology and Tourism Department, Punjab Football Stadium, Ferozepur Road, Government of Punjab, **Lahore.**
- iii. Secretary, Culture, Tourism and Antiquities Department, Pakistan Institute of Tourism and Hotel Management, Clifton, Government of Sindh, **Karachi.**
- iv. Secretary, Sports, Culture, Tourism Archeology, Museum and Youth Welfare, Block No.13, Khyber Road, Peshawar, Government of Khyber Pukhtunkhwa, **Peshawar.**
- v. Secretary, Culture, Tourism and Archeology Department, Bock No.04, Civil Secretariat, Government of Balochistan, **Quetta.**
- vi. **Chief Secretaries, Punjab, Sindh, Khyber Pukhtunkhwa, and Baluchistan.**
- vii. Chairman, UMRAH AGENT ASSOCIATION OF PAKISTAN, 110- 1st Floor, Trade Tower Abdullah Haroon Road, Karachi, 03332313150, 021-35681192-3.

- ✓ 1. Copy to **DBA, Computer Cell**, with the request that the above may be uploaded on the official website of this Ministry.
2. Copy for information to **Senior Private Secretary to Secretary, M/o Religious Affairs & Interfaith Harmony, Islamabad**

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(Umrah Section)

APPLICATION FORM FOR ATTESTATION OF CONTRACT AGREEMENT

S#	PARTICULARS	Yes/No
1	Profile of Tour Operator:	
	i) Legal Name	
	ii) Registration Number	
	iii) Date of Establishment	
	iv) valid up to	
	v) Office Address	
	vi) Approved and Authorized Branch Office	
	vii) website & email address	
2	Profile of Saudi Umrah Company: <u>Copy of Contract/Agreement</u> each page of the contract documents duly signed and stamped by the parties.	
3	Umrah packages details/specifications be provided/enclosed.	
4	<u>Valid license from the Department of Tourism Services (DTS).</u> (Must have validity of 06 Months at the time of submission for attestation to this Ministry.)	
5	<u>Valid Membership of IATA.</u> Valid up to 31 st December (Current Year) OR Fee deposit receipt for renewal for the next year at the time of submission for attestation. However, validity of the membership must be provided at the end of February of the next year.	
6	An undertaking on stamp paper Rs.100/- (As per Format-I)	
7	No pending complaint Certificate by the Department of Tourist Services (As per Format-II)	
8	Detail of Registration with any other organization such as SECP etc	
9	Bank Accounts Numbers of both the parties.	
10	Three Specimen signature of owner/Authorized person duly attested by Head of DTS (As per Format-III)	

Signature and Name of Owner,
Date with active Phone Number
Stamp of Tour operators,

UNDERTAKING

We, M/s. _____ address
_____ and IATA approved agent holding registration
No _____ DTS License No. _____ Valid up to _____ do
solemnly declare that we have made **legal contract with the Kingdom of Saudi Arabia**
(KSA) Co. M/s. _____ Registration/License No _____, address
_____ Umrah Services for the year _____ hereby undertake that:

- i. Our agency is **not blacklisted by the Kingdom of Saudi Arabia** or any **other forum in Pakistan** and that the agency shall abide by all the instructions and procedures laid down by the Kingdom of Saudi Arabia as well as Ministry of Religious Affairs and Interfaith Harmony Government of Pakistan from time to time.
- ii. A **total number** of _____ **Umrah Zaireen** were sent to KSA during the last year _____ A.D, out of which _____ number of **Ziareen returned** during given time and _____ number of **Ziareen disappeared**.
- iii. Mehram will be accompanied with female client as per requirement of the Embassy of Kingdom of Saudi Arabia.

2. We also hereby undertake to abide by all the Rules, Regulations/ Policy Instructions of the M/o Religious Affairs and Interfaith Harmony of Government of Pakistan as well as instructions and procedures laid-down by the Royal Kingdom of Saudi Arabia. The Ministry of Religious Affairs and Interfaith Harmony reserves the right to withdraw its attestation in case of mis-statement / violation.

Signature of the Owner of Tour operator
Contact Number
Stamp

Attestation by Notary Public
On Stamp Paper of Rs. 100/-

GOVERNMENT OF _____
MINISTRY/DEPARTMENT OF TOURISM

Reference No: _____

Dated: _____

CERTIFICATE

Certified that M/S. _____ Travel / Tours Agency License
No. _____ date of Establishment----- renewed / valid up to ----- Main
office address----- District ----- and Branch office----- District -----
Owner Mr. ----- CNIC No----- and Mr.....S/o-----CNIC No.....as
authorized person ----- is working in the Province of _____ District -----
since _____ and there is no pending complaint from any Umrah Pilgrim
or Public regarding its conduct/services.

Secretary OR Additional Secretary in Provinces
Joint Secretary concerned of CADD
Official Stamp

GOVERNMENT OF _____
MINISTRY/DEPARTMENT OF TOURISM

Reference No: _____

Dated: _____

SPECIMEN SIGNATURE

Certified that Specimen signature of Owner Mr/Mrs _____ CNIC
No _____ of M/s _____ Tour Operator license No. _____ Or
Specimen signature of Authorized Person of M/S _____ Tour Operator
Mr. _____ S/o _____ CNIC No _____ is as under:-

THREE SPECIMEN SIGNATURE OF OWNER:

1. _____
2. _____
3. _____

THREE SPECIMEN SIGNATURE OF AUTHORIZED PERSON:

1. _____
2. _____
3. _____

Head of Department of Tourist Services
Official Stamp