

Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony

F.No.2/3/2015-Umrah

Islamabad, the 4th October, 2017


OFFICE MEMORANDUM

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

The undersigned is directed to enclose herewith a copy of "APPLICATION FORM" for Attestation of Contract/ Agreement for Umrah Tour Operators alongwith 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)
Ph: 051-9201372

Distribution:

- i. Secretary, Capital Administration & Development Division, **Islamabad.**
 - ii. Secretary, Youth Affairs Sports, Archeology and Tourism Department Punjab Football Stadium, Ferozpur 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, Block No.04, Civil Secretariat, Government of Balochistan, **Quetta.**
 - vi. **Chief Secretaries, Punjab, Sindh, Khyber Pukhtunkhwa and Baluchistan.**
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 Private Secretary to the Secretary, M/o Religious Affairs & Interfaith Harmony, **Islamabad.**

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

APPLICATION FORM FOR ATTESTATION OF CONTRACT DOCUMENTS

S#	<u>PARTICULARS</u>	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, 2017 (Current Year) and Fee deposit receipt for renewal for the next year (2018) at the time of submission for attestation. However, validity of the membership must be provided at the end of 28 th February, 2018 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 Ziareen** were sent to KSA during the last year 2016-17 A.D, (1438 AH) out of which _____ number of **Ziareen returned** back during given time and _____ number of **Ziareen escaped**.
 - iii. Mehram will be accompanied with female client as per requirement of the Embassy of Kingdom of Saudi Arabia.
 - iv. We are having a valid membership of IATA for the current year i.e. 2017 and fee for renewal for next year (2018) shall be deposited and provided to Ministry of Religious Affairs & Interfaith Harmony by **15th November, 2017** without fail otherwise our Attestation of Umrah Contract Documents may be deemed cancelled.
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 Tour Operator

Contact No:

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 _____ Distt _____
and Branch office _____ Distt _____ Owner Mr. _____
CNIC No _____ and Mr. _____ CNIC No. _____
as authorized person _____ is working in the Province of
_____ Distt _____ 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