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, 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 Pakhtunkhwa, Peshawar.
v. Secretary, Culture, Tourism and Archeology Department, Block No.04, Civil Secretariat, Government of Balochistan, Quetta.
vi. Chief Secretaries, Punjab, Sindh, Khyber Pakhtunkhwa 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 Affair & Interfaith Harmony, Islamabad.
APPLICATION FORM FOR ATTESTATION OF CONTRACT DOCUMENTS

<table>
<thead>
<tr>
<th>S#</th>
<th>PARTICULARS</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Profile of Tour Operator:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Legal Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Registration Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Date of Establishment</td>
<td></td>
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<tr>
<td></td>
<td>iv) Valid up to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>v) Office Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>vi) Approved and Authorized Branch Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>vii) Website &amp; email address</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Profile of Saudi Umrah Company:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of Contract/Agreement each page of the contract documents duly signed and stamped by the parties.</td>
<td></td>
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<tr>
<td>3</td>
<td>Umrah packages details/specifications be provided /enclosed.</td>
<td></td>
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<tr>
<td>4</td>
<td>Valid license from the Department of Tourism Services (DTS).</td>
<td></td>
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<tr>
<td></td>
<td>(Must have validity of 06 Months at the time of submission for attestation to this Ministry.)</td>
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<tr>
<td>5</td>
<td>Valid Membership of IATA.</td>
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<tr>
<td></td>
<td>Valid up to 31st 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 28th February, 2018 of the next year.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>An undertaking on stamp paper Rs.100/- (As per Format-I)</td>
<td></td>
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<tr>
<td>7</td>
<td>No pending complaint Certificate by the Department of Tourist Services (As per Format-II)</td>
<td></td>
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<tr>
<td>8</td>
<td>Detail of Registration with any other organization such as SECP etc</td>
<td></td>
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<tr>
<td>9</td>
<td>Bank Accounts Numbers of both the parties.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Three Specimen signature of owner/Authorized person duly attested by Head of DTS (As per Format-III)</td>
<td></td>
</tr>
</tbody>
</table>

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

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 2016-17 A.D. (1438 AH) out of which _____ number of
Zaireen returned back during given time and _____ number of
Zaireen 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