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

F. No. 2/3/2015-Umrah  
Islamabad, 13th September, 2018

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 the following for further necessary action:

i. Undertaking on stamp paper submitted by Tour Operators (Format-I)

ii. No pending complaint Certificate from Department Tourist Services (Format-II)

iii. Three Specimen Signature of Tour Operator/Authorized Person (Format-III)

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

Enclosed As Above:

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

APPLICATION FORM FOR ATTESTATION OF CONTRACT AGREEMENT

<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>
</tr>
<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>
</tr>
<tr>
<td>3</td>
<td>Umrah packages details/specifications be provided/enclosed.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Valid license from the Department of Tourism Services (DTS).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Must have validity of 06 Months at the time of submission for attestation to this Ministry.)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Valid Membership of IATA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Valid up to 31st December 2018 (Current Year) OR Fee deposit receipt for renewal for the next year (2019) at the time of submission for attestation. However, validity of the membership must be provided at the end of 28th February, 2019 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>
</tr>
<tr>
<td>7</td>
<td>No pending complaint Certificate by the Department of Tourist Services (As per Format-II)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Detail of Registration with any other organization such as SECP etc</td>
<td></td>
</tr>
<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.
UNDERTAKING

We, M/s. ____________________________ 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 2017-18 A.D, (1439 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.2018 and fee for renewal for next year (2019) shall be deposited and provided to Ministry of Religious Affairs & Interfaith Harmony by 15th November,2018 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 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