



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

NOTICE FOR SUBMISSION OF
DOCUMENTS BY
ENROLLED HAJJ COMPANIES

In pursuance of orders of the Honourable Supreme Court of Pakistan dated 21.04.2017, the Ministry of Religious Affairs and Interfaith Harmony has constituted a Committee to develop separate criteria for scrutiny/assessment of profiles of existing and newly enrolled companies (approximately 2758), strictly in light of the guidelines provided by the Honourable Court in Dossani case dated 27.08.2013.

2. In view of above, the Ministry has initiated the process to scrutinize profiles of existing and newly enrolled HGOs for purpose of allocation of Hajj Quota for Hajj-2018. Therefore, all hajj companies (both old and new) enrolled upto 2012 are required to submit documents (List of documents may be obtained from the office of undersigned or website of this Ministry www.hajjinfo.org) in bind form. The documents must reach the office of Section Officer (HGO), Ministry of Religious Affairs and Interfaith Harmony, Islamabad on or before 22.12.2017 at 1600 hrs through courier service. The relevant details i.e., list of required documents and its annexures are also available on website of this Ministry.

(Hammad Nazar)
Section Officer (Admn-IH)
(Interfaith Harmony Wing) Ph: 9203537

PID(030019/17



حکومت پاکستان
وزارت مذہبی امور و بین المذاہب ہم آہستگی

نوٹس برائے اندراج یافتہ حج کمپنیوں کی
جانب سے دستاویزات جمع کرانا

مہرہم گورٹ آف پاکستان کے احکامات بتاریخ 21-04-2017 کی پیروی میں وزارت مذہبی امور و بین المذاہب ہم آہستگی نے ایک کمیٹی تشکیل دی تاکہ دوسالی کیس بتاریخ 27-08-2013 میں عدالت کی فراہم کردہ رہنمائی کی روشنی میں سختی سے عملدرآمد کرتے ہوئے موجودہ اور نئی اندراج یافتہ کمپنیوں (تقریباً 2758) کی پروفائلز کے جائزے اچھا چ پڑتال کیلئے علیحدہ سے معیار (اسول) وضع کیے جائیں۔

2 وزارت نے حج کوڈ برائے حج-2018 کی تفویض کیلئے موجودہ اور نئے اندراج یافتہ حج گروپ آرگنائزرز کے پروفائلز کی جانچ جائزے کا عمل شروع کر دیا ہے۔ لہذا 2012 تک اندراج یافتہ تمام نئی اور پرانی حج کمپنیاں اپنے دستاویزات بندی شکل میں جمع کرائیں (دستاویزات کی فہرست دفتر زیر دستخطی یا وزارت ہذا کی ویب سائٹ www.hajjinfo.org سے حاصل کی جاسکتی ہے)۔ دستاویزات دفتر سیکشن آفیسر (HGO)، وزارت مذہبی امور و بین المذاہب ہم آہستگی، اسلام آباد میں 22-12-2017 کو شام 4:00 بجے تک بذریعہ کوئیر سروس ارسال کریں۔

متعلقہ تفصیلات یعنی مطلوبہ دستاویزات کی فہرست اور اسکے منسلکات بھی وزارت کی ویب سائٹ پر دستیاب ہیں

(ہمام نذر) سیکشن آفیسر (ایڈمن-IH)

(بین المذاہب ہم آہستگی) فون نمبر: 051-9203537

PID(030019/17

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DOCUMENTS INDEX (ALL DOCUMENTS SHOULD BE BINDED)

S. No.	Description	Page No.
1.	Filled company profile proforma (Annexure-I) (available on website of the Ministry).	
2.	True copy of latest Form-21 of the company.	
3.	True copy of latest Form-29 of the company.	
4.	True copy of latest Form-03 of the company.	
5.	True copy of latest Form-A of the company.	
6.	True copy of latest incorporation Certificate of the company.	
7.	Certificate from SECP as per Annexure-II .	
8.	NTN certificate of the company.	
9.	Attested copy of DTS license (if any).	
10.	No default certificate from State Bank of Pakistan (SBP) upto 2016.	
11.	Proof of CEO/Director's Hajj/Umrah experience (copies of passport indicating visit to Kingdom of Saudi Arabia for Hajj and Umrah).	
12.	CNIC copies of CEO, Directors and shareholders (to be pasted on one page).	
13.	Affidavit on stamp paper of Rs. 500 (as per format Annexure-III), duly attested by Notary Public to the effect that:-	
	a. The company has not been black listed by the KSA or any other foreign government in connection with Tourism Affairs including Umrah & Ziarat.	
	b. Company or any of its Directors or Chief Executive has not been declared defaulter under Income Tax Ordinance 2001 or by any bank or financial institutions in connection with payment of taxes or loans.	
	c. The management of the company, its shareholders and their dependents/blood relations are not part of management of existing quota holder HGOs.	
	d. The management of the company, its shareholders and their dependents/blood relations did not remain part of management of existing quota holder HGOs in the past.	
	e. The management of the company has not been convicted in criminal case(s) by any court of law.	
14.	Certificate of office existence by the concerned Deputy Commissioner/Political Agent as per specimen Annexure-IV .	
15.	Lease/Rent agreement OR proof of self owned office premises.	
16.	Copy of Recognition letter (in case Hajj experience) (if any).	
17.	Copy of Munnazzam Card (in case of Hajj experience).	
18.	Copy of each year Umrah agreement between company and KSA (in case of Umrah experience).	
19.	Printout of the website of KSA authorities showing details of Umrah Zaireen lifted by the applicant company.	
20.	Audit report from authorized audit Firm for the year 2014 to 2016.	

Hajj Experience of the Company (if any)



Hajj Year	Hajj				Reasons of discontinuation of hajj quota
	Enr. No.	Munazam No.	Quota Allocated	Quota Utilized	

Umra experience (if company has arranged Umrah on its own license)

(Note: only direct Umra agreement of the applicant company with Saudi Company will be acceptable)

Year	Name of Company in KSA	Reg. No.	No. of Umra Zaireen (as per website of the KSA Authorities)

I also hereby solemnly declare that all information provided in this application is correct to the best of my knowledge and belief. In case of any information found incorrect or false, my enlistment may be revoked. The company shall abide by all terms and conditions of Hajj Policy of the concerned year.

Dated: _____

Signature: _____

Name: _____

Designation: **Chief Executive**

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CERTIFICATE FROM SECP

1	Name of Company		
2.	Incorporation number		
3.	Date of incorporation		
4.	Address of the company		
5.	Company's Regional Registration Office (SECP)		
6.	Name of Chief Executive		%age of share____
7.	Name of Director(s)	i.)	
		ii.)	
8.	Name of Shareholder (s) (other than CE/Director)	i.)	
		ii.)	
9.	Is there any dispute amongst the management (Chief Executive/Directors) as per record of SECP	No/Yes (detail in case of yes)	
10.	Is there any court case amongst the above management is on record of SECP	No/Yes (detail in case of yes)	
11.	Is there any complaint/court case of shareholder (other than the management) is pending with SECP/court of law	No/yes (detail in case of yes)	

(Name:_____)

Signature_____

of Chief Executive)

Verified that the above contents as per record of SECP are correct and the company is active since its inception.

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SECP Regional Office

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Annexure-III

AFFADIVIT ON STAMP PAPER OF RS. 500/-

M/s _____ Enrolment No. _____ hereby affirm that: -

- a) The Company has not been black listed by the KSA or any other foreign government in connection with Tourism Affairs including Umrah & Ziarat.
- b) Company or any of its directors or chief executive has not been declared defaulter under Income Tax Ordinance 2001 or by any bank or financial institutions in connection with payment of taxes or loans.
- c) The management of the company, its shareholders and their dependents/blood relations are not part of management of existing quota holder HGOs.
- d) The management of the company, its share holders and their dependents/blood relations did not remain part of management of existing quota holder HGOs in the past.
- e) The management of the company has not been convicted in criminal case(s) by any court of law.

Despondent:-

Name and signature of all management of the company:

S. No.	Name	Signature

**CERTIFICATE OF OFFICE EXISTENCE**

(to be verified by the office of concerned Deputy Commissioner/Political Agent)

1	Name of Company	
4.	Address of the company	
6.	Telephone No.	

(Name: _____
Signature _____
of Chief Executive)

Verified that office of the company exists on the above given address

Name and designation of visiting Officer

Official stamp