

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

**PROCEDURE FOR ATTESTATION OF CONTRACT AGREEMENT FROM
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY**

With reference to the above subject, it is to inform that the attestation of Umrah documents (contract agreement) by this Ministry will be done after the following:-

1. Verification by the Chamber of Commerce, KSA.
2. Attestation by Ministry of Foreign Affairs.
3. Attestation by Department of Tourist Service.

For information of Umrah Tour Operators

Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony
(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:	
	i) Certified Copy(s)/proof of the Saudi Company valid registration with Saudi Authorities for the current year along with details of quota allocated and number of agents authorized to them.	
	ii) Copy of Contract/Agreement 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 2021 (Current Year) OR Fee deposit receipt for renewal for the next year (2022) at the time of submission for attestation. However, validity of the membership must be provided at the end of 28 th February, 2022 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)	
11	Attestation Fee Rs 5000/- Account Title, Ministry of Religious Affairs Interfaith Harmony. Account No 3035053332 Branch 0341 National Bank Main Civic Center Melody Islamabad. or Draft/Pay order	

Said

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 2019-20 A.D. (1441 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.2021 and fee for renewal for next year (2022) shall be deposited and copy of renewed/valid membership of IATA for year 2022 will be provided to Ministry of Religious Affairs & Interfaith Harmony by 28.02.2022 without fail otherwise our Attestation of Umrah Contract Documents may be deemed cancelled.
 - v. We will comply with all the instructions issued by the Saudi government especially regarding Covid-19 during the Umrah season 1443 A.H.
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 Ministry of Inter Provincial Coordination
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

