

**Government of Pakistan
Ministry of Religious Affairs
And Interfaith Harmony**

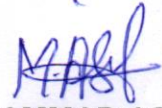
No. 1(4)/2023-HGOs

Islamabad, the 28th August, 2023.

C I R C U L A R

Subject: LIFTING OF BAN ON CHANGE OF MANAGEMENT / ADDRESS.

It is intimated that the ban imposed on change of address and management of Hajj Group Organizers (HGOs) vide letter of even number dated 10th March, 2023 stands lifted with the condition that incoming management will be responsible for any act or omission on the part of the HGO. However, the ban imposed on change of inter-provincial address of HGOs (Islamabad, Karachi, Lahore, Multan, Peshawar, Quetta) is still in place. Detailed criterion for change of management and address are annexed with this circular as per Annex 'A' and 'B'.



**(MUHAMMAD ASIF)
SECTION OFFICER (HGOS)**

DISTRIBUTION:

1. The Director (Hajj), Hajj Directorates, Karachi/Islamabad/Lahore/
Peshawar/Quetta/Multan.
- ✓ 2. A.D. (IT) with the request to upload it on the website of the Ministry.
3. The Chairman, Central HOAP, Islamabad.

CHECK-LIST FOR CHANGE OF MANAGEMENT

1. Request from Chief Executive, on letter head, indicating outgoing and incoming Management.
2. Processing Fee amounting to Rs.30,000/- to be deposited in Government Treasury in the Head "**C03829-Others Receipts-Fees and Forfeitures**" and attached receipt with the application.
3. Existing Form-29 (indicating names of Management and share holders (True attested copy of Form-A) true attested copy by SECP in original.
4. Colored Copies of Valid CNIC indicating Incoming & Outgoing Management, on letter head, (as per sample)
5. Colored Copies of Valid CNIC of existing Management indicating designation, on letter head (as per sample)
6. Two Colored Photograph all in Coming Managements.
7. Affidavit (Rs.100/-) on Stamp Paper duly attested by Notary Public (as per format). The stamp paper issued on Company's name or Chief Executive of the Company.
8. This is the minimum criteria / check list. Ministry of Religious Affairs and Interfaith Harmony reserves the right to ask for other documents / requirements on case-to-case basis, or as deemed necessary.

IN CASE OF DEATH OF ANY MEMBER

- i. Copy of **Death Certificate** issued NADRA/ Municipal Corporation/Local Administration (Attested by Notary Public).
- ii. Copy of **SUCCESSION CERFICATE** issued by the Court./ NADRA (Attested by Notary Public).
- iii. Original **AFFIDAVIT (Rs.100/-)**, stamp paper from all legal heirs, stating no objection to appoint a legal heir in the Management or selling their share to another (Attested by Notary Public).
- iv. Copies of Valid CNIC/Form-B (in case of minor) of legal heirs and Family Registration Certificate (FRC) (Attested by Notary Public)

ON STAMP PAPER OF RS.100/-

**AFFIDAVIT
FOR CHANGE IN MANAGEMENT OF HGOs**

I/We, the present management of M/s _____ (Enrolment No. _____) do hereby solemnly affirm that we have no objection to the following change of management in the said company:

Sr. No.	Name and CNIC No.	Designation	Remarks	Signature	Thumb Impression
1.	Mr. A 123123123	Chief Executive or Director	Out-going or Expired		
2.	Mr. B 123123123	Chief Executive or Director	In-coming		

I/We, the present and proposed new management do hereby solemnly affirm that we have neither internal dispute in the Company, nor any type of Court Case is prejudiceat any level in the Courts of Law. It is also hereby affirmed that this change in the Management is not being made before one year of its inception.

I/We the proposed new management of the said HGO do hereby affirm and bind through this undertaking that I/We will be responsible for liabilities, if any, of old management. It is further affirmed that the information given in this affidavit is true and correct to the best of my/our knowledge and belief and nothing has been concealed.

DEPONENTS

Names/Signature of all **existing** and **proposed/incoming** management:

Sr. No.	Name	Designation	Signature	Thumb Impression	Remarks
1.	Mr. A 123123123	Chief Executive/ Director			Existing or Incoming
2.	Mr. B 123123123	Director			Existing or Incoming
3.	Mr. C 123123123	Director			

(Scanned CNIC copies should be on letter head)

OUT-GOING (Designation)

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IN-COMING (Designation)

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INTIMATION LETTER TO MINISTRY
IN CASE OF DEATH OF CEO OF A COMPANY

The Section Officer (HGO),
Ministry of Religious Affairs
And Inter Faith Harmony,
Government of Pakistan,
Islamabad.

Subject: SAD DEMISE OF C.E.O OF M/s _____

Dear Sir,

We are regretfully informing you that Mr. _____, CEO of M/s _____ has been died on _____ . His death certificate from NADRA is attached.

The family of deceased has already been applied for Succession Certificate from Court of Law. In a meeting of Board of Directors/Share holders a resolution was passed that Mr. _____, Director of the Company will sign on behalf of CEO and will continue to process any documents required. In this regard, an Affidavit from the legal heirs of the deceased CEO in favour of Mr. _____, Director to hold charge of the Company as CEO till the change of management, is enclosed.

As soon as the Succession Certificate issued by Court of Law, the Company will submit application to the Ministry for Change of Management.

Regards,

Yours sincerely,

Encl: 1) Death Certificate
2) Resolution
3) Affidavit from legal heirs.

AFFIDAVIT
(In terms of No Objection Certificate)

1. _____ widow of _____, CNIC No. _____ Resident of _____
2. _____ S/o _____, CNIC No. _____ Resident of _____
3. _____ D/o _____, CNIC No. _____ Resident of _____

We, do hereby write this certificate on solemnly declare and affirm that we all executants are the legal heirs of Late _____ S/o _____ CNIC No. _____, expired on _____ who was the sole proprietor of " _____ (Pvt) Ltd." which is duly registered with Ministry of Religious Affairs & Interfaith Harmony, Islamabad, obtained letter of administration App No. _____ dated _____ from the Court of _____, (CITY). However, by means of this statement/certificate, we render **No Objection**, if _____ W-S-D/o _____ CNIC No. _____ take over the possession in the Company and look after the affairs of " _____ (Pvt) Ltd." herself/himself as " _____".

Whatsoever, has been stated above is true and correct to the best of our knowledge and belief and nothing has been concealed or withheld.

EXECUTANTS

SIGNATURES & THUMB IMPRESSION

NAME	NAME	NAME	NAME
CNIC NO.	CNIC No.	CNIC NO.	CNIC NO.

AFFIDAVIT

(In terms of No Objection Certificate)

1. _____ widow of _____, CNIC No. _____ Resident of _____
2. _____ S/o _____, CNIC No. _____ Resident of _____
3. _____ D/o _____, CNIC No. _____ Resident of _____

We, do hereby write this certificate on solemnly declare and affirm that we all executants are the legal heirs of Late _____ S/o _____ CNIC No. _____, expired on _____ who was the sole proprietor of " _____ (Pvt) Ltd." which is duly registered with Ministry of Religious Affairs & Interfaith Harmony, Islamabad, obtained letter of administration App No. _____ dated _____ from the Court of _____, (CITY). However, by means of this statement/certificate, we render **No Objection**, if

a: _____ W-S-D/o _____ CNIC No. _____ take over the possession of the Company and look after all the affairs of the " _____ (Pvt) Ltd." herself/himself as " _____".

And

b: _____ W/o _____ CNIC No. _____ take over the possession of the Company and look after all the affairs of " _____ (Pvt) Ltd." herself/himself as " _____".

Whatsoever, has been stated above is true and correct to the best of our knowledge and belief and nothing has been concealed or withheld.

EXECUTANTS

SIGNATURES & THUMB IMPRESSION

NAME	NAME	NAME	NAME
CNIC NO.	CNIC No.	CNIC NO.	CNIC NO.

(Existing management Scanned CNIC copies should be on letter head)

Designation

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Designation

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Check-list for change of ADDRESS

1. Request from Chief Executive, on letter head to concerned **Haji Directorate** along with following documents:
 - a. Processing Fee amounting to Rs.10,000/- (Intra-city) & Rs.15,000/- (Inter-city) to be deposited in Government Treasury in the Head "**C03829-Others Receipts- Fees and Forfeitures**" and attached receipt with the application.
 - b. Existing Form-21 and Form-29 (indicating names of Management) true attested copy by SECP in original.
 - c. Consent of all Directors, Share holders (Form-A latest attested by SECP) and Chief Executive of the Company for this change, indicating previous and new address, on stamp paper of Rs.100/- duly attested by the Notary Public.
 - d. **True Attested Copy of Rent Agreement.**
 - e. Undertaking from Chief Executive, covering following, on the stamp paper of Rs.100/- duly attested by the Notary Public:
 - i. Clearly indicating previous address **(As shown in Form-21 of SECP) and new address/location.**
 - ii. Cogent reasons for change of address.
 - iii. The interest of Hujjaj will not suffer with this shift/change.
2. The concerned Director, Haji Directorate will physically verify the existing office of the Company and furnish certificate, in this regard, and forward request of the Company to the Ministry for obtaining NOC.
3. Any other document which the Ministry of Religious Affairs and Interfaith Harmony deems necessary for allowing the requested change.

ON STAMP PAPER OF RS.100/-

UNDERTAKING

I, _____ s/o _____ holder of CNIC No. _____, Chief Executive of M/s _____ (PVT) Ltd., (Enrollment No. _____), do hereby declare on solemn affirmation and undertaking as under:

- i) That our Company's registered office situated _____
- ii) That _____
- iii) M/s _____ with the consent of our company's Director(s)/Share holder(s) to change our office address/location to _____
- iv) New address of M/s _____ is easily approachable for the pilgrims.
- v) That the interest of Hujjaj will not suffer with this shift/change.
- vi) That M/s _____ is not blacklisted by any authority in Pakistan and/or Saudi Arabia.
- vii) That there is no internal dispute is pending amongst the management of M/s _____

2. That whatever stated above is correct and true to the best of my knowledge and belief.

DEPONENT

Name & Thumb impression
CHIEF EXECUTIVE
CNIC NO. _____

ON STAMP PAPER OF RS.100/-

CONSENT OF DIRECTOR(s) / SHARE HOLDER(s)

We, the management of M/s _____ (PVT) Ltd., (Enrollment No. _____), do hereby declare on solemn affirmation and undertaking as under:

- i) That our Company's registered office situated
- ii) That _____
- iii) That the Management of M/s _____ have no objection for change of office address/location to _____
- iv) New address of M/s _____ is easily approachable for the pilgrims.
- v) That the interest of Hujjaj will not suffer with this shift/change.

2. That whatever stated above is correct and true to the best of our knowledge and belief.

DEPONENT

Sr. No.	Name	Designation	Signature	Thumb Impression
1.	Mr. A 123123123	Chief Executive/ Director		
2.	Mr. B 123123123	Director		
3.	Mr. C 123123123	Shareholder		