

**TERMS OF REFERENCE AND MARKING CRITERIA FOR NON-QUOTA
HOLDER COMPANIES**

- i. Company incorporated with SECP as a private limited/Public company with object traveling Business since incorporation. (Certified copy incorporation certificate from SECP/MOA&AOA).
- ii. Paid-up and authorized capital should not be less than Rs. 5 million and 7.5 million, respectively, in each reference year under review in scrutiny.
- iii. The Net worth (total assets – total liabilities) of company on cut-off date of scrutiny should not be less than 5 million. (Audited Financial Statements required for each reference year).
- iv. No management dispute certificate from SECP.
- v. Having appropriate office as per SECP record in Form 21. (Located at proper place, at least three employees with adequate furniture and IT facilities), these details provided should reconcile with audited financials.
- vi. Last management change certificate from SECP for calculation of experience and to award marks, from the said date, for Umrah and other requirements. Experience of company and management to be calculated from the date they both got-together. Individual experience of neither to be counted.
- vii. The company should not be a bank defaulter (Certificate from SBP) and tax defaulter (Certificate from FBR) at any time during the years under assessment. It should also be on the Active Taxpayer List during the years of assessment claimed.
- viii. Affidavit on stamp paper of Rs.500/ duly attested by notary regarding:
 - a. Non-conviction of management in criminal case(s) by any court of law.
 - b. The Company not being presently debarred for carrying out its operations by the Government of Pakistan or KSA, as the case may be.
- ix. The Company should have valid DTS & IATA licenses for the years for which assessment of Umrah experience is being claimed.
- x. The Company should have performed Umrah on its own Shirkah in Last 5 Years (Operational Login ID Required for each reference year, 'if' financials do not verify it).

Marking Criteria

a) Company Should be Private/Public listed company duly incorporated with SECP under companies Act 2017 (Formerly companies' ordinance 1984).		
1)	2005 or before	15.00 marks
2)	2006	14.50 marks
3)	2007	14.00 marks
4)	2008	13.50 marks
5)	2009	13.00 marks
6)	2010	12.50 marks
7)	2011	12.00 marks
8)	2012	11.50 marks
9)	2013	11.00 marks
10)	2014	10.50 marks
11)	2015	10.00 marks
12)	2016	09.50 marks
13)	2017	09.00 marks
14)	2018	08.50 marks
15)	2019	08.00 marks
16)	2020	07.50 marks
17)	2021	07.00 marks
18)	2022	06.50 marks

<p>b) Company should have verifiable /documented experience of organizing of Umrah with Valid DTS and IATA for the years for which Umrah experience is being claimed and it should be compatible with income tax returns, bank statements of the company and audited financials.</p> <p><u>Marks shall be calculated as per following formula:</u></p> <ul style="list-style-type: none"> • Number of Umra Zaireen lifted x 0.5 / 100 = Marks to be Obtained • Not more than 15 Marks shall be awarded. • Companies having lifted additional Umra Zaireen shall still not claim more than 15 marks 	
<p>c) Annual tax returns of last five years to be counted for allocation of marks, if company is active in ATL FBR for each year claimed for assessment, along with reconciled Audited Financials. (no marks for dormant year/ Nil returns)</p>	
1) Five Years	10 Marks
2) Four Years	08 Marks
3) Three years	06 Marks
4) Two years	04 Marks
5) One year	02 Marks
<p>d) Company is compliant to filing of annual returns to SECP for last five consecutive years and fulfill the paid up and authorized capital 5 M and 7.5 M respectively for the years under assessment.</p>	
1) Five Years	10 Marks
2) Four Years	08 Marks
3) Three years	06 Marks
4) Two years	04 Marks
5) One year	02 Marks