

Check-list for change of ADDRESS

1. Request from Chief Executive, on letter head to concerned **Hajj 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, Shareholders (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. **Proof of Ownership. Property Registry, Allotment Letter.**
 - f. **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.
- i. The concerned Director, Hajj 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.
- ii. 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		



Change Address/POD Since allocation of Hajj Quota	
Address:	
POD:	
From Date	
To Date:	
Form 21, True Copy Issued from SECP.	
Copy NOC Issued from (MORA).	

