

Annex-A

CHECKLIST FOR CHANGE OF MANAGEMENT

1. A request from the Chief Executive on company letterhead, indicating the outgoing and incoming management.
2. A processing fee of Rs. 30,000 to be deposited in the Government Treasury in the Head "C03829-Others Receipts - Fees and Forfeitures," with the receipt attached to the application.
3. Existing Form-29 indicating the names of management and shareholders, along with a true attested copy of Form-A certified by the SECP in original.
4. Colored copies of valid CNICs for incoming and outgoing management on company letterhead (as per sample).
5. Colored copies of valid CNICs for existing management indicating their designations, on company letterhead (as per sample).
6. Two colored photographs.
7. An affidavit on Rs. 100 stamp paper, duly attested by a Notary Public (as per format). The stamp paper must be issued in the company's name or the Chief Executive's name.
8. If the outgoing Director/CEO is abroad during the physical verification, they must submit an affidavit tendering their resignation, duly attested by the Embassy/Consulate of Pakistan in their country of stay.
9. If an existing Director/CEO is abroad, they must submit a no objection statement regarding the change of management, duly attested by the Embassy/Consulate of Pakistan.
10. This is the minimum criteria/checklist. The Ministry of Religious Affairs and Interfaith Harmony reserves the right to request additional documents or requirements on a case-by-case basis as deemed necessary.



IN CASE OF DEATH OF ANY MEMBER

- i. Copy of **Death Certificate** issued by NADRA / Municipal Corporation / Local Administration (Attested by Notary Public).
- ii. Copy of **SUCCESSION CERTIFICATE** 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	Mobile Numbers	Signature	Thumb Impression
1.	Mr.	CE/ Dir	Out-going			
2.	Mr.	Director	Out-going			
3	Mr..	CEO/Dir	In-Coming			
4	Mr.	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 prejudicial at any level in the SECP / 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 all 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 and CNIC No.	Designation	Remarks	Mobile Numbers	Signature	Thumb Impression
1.	Mr.	CE/Dir	In-Coming			
2.	Mr.	Director	In-coming			
3.	Mr.	Director	Existing			

(Scanned CNIC copies should be on letter head)

OUT-GOING (Designation)

SIDE - 1	SIDE - 2
----------	----------

IN-COMING (Designation)

SIDE - 1	SIDE - 2
----------	----------



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/Shareholders 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 " _____".

Whatever, 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 CNIC NO.	NAME CNIC No.	NAME CNIC NO.	NAME 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

SIDE - 1	SIDE - 2
----------	----------

Designation

SIDE - 1	SIDE - 2
----------	----------



REQUIRED INFORMATION FOR MIS IN-COMING MANAGEMENT (JPG FORMAT)**Particulars of in-Coming Chief Executive or Director (جوئے آر ہے ہیں ان کی تفصیل)**

Name of Company	
Enrolment No.	
Mannazam Name.	
Mannazam No.	
Mora Registration No.	
Form 29, True Copy Issued from SECP	
Form A, True Copy Issued from SECP	
Form-2 True Copy Issued from SECP	
Copy NOC Issued from (MORA)	
Name of Chief Executive or Director	
Residential Address:	
Residential Telephone No.	
Passport No.	
Place of Issue:	
Date of Issue:	
Date of Expiry	
CNIC No.	
NTN NO.	
Mobile No.	
Mobile No. in KSA:	
Chief Executive / Director Photo:	(JPG format)
Specimen Signature	(JPG format)
CNIC Front and Back Scanned Colored Copy:	(JPG format)
If the Director has Directorship/Partnership in other Company/Firm, Please indicate the Name of Company/Firm.	
Name of Company/Firm:	
Details of Out-Going Management CE/ Dir of the company since allocation of Hajj quota	
Name	
Designation	
From Date	
To Date	
Details of Share Holders (In-Coming)	
Name:	
Father's Name:	
Designation in Company:	
Value of Shares:	
Total No. of Shares:	
% of Total Shares:	
Shares Holder CNIC No.	