

Government of Pakistan
Ministry of Religious Affairs
and Interfaith Harmony

No. 1(4)/220-HGO

Islamabad, the 28th January, 2022

✓ All Chief Executives,
Quota Holder Companies,

Subject: - **PROVISIOIN OF INFORMATION FOR CHANGE OF
MANAGEMENT/ OFFICE ADDRESS**

It is stated that most of the companies have changed their Management, office addresses and got NOC from Ministry to incorporate the said changes in SECP w.e.f 2019 onward but have not submitted Form-29 & Form-21 to this Ministry as yet for updating the record.

2. In this regard, all the Chief Executives of the quota holder companies are hereby directed to send true attested copy of Form-29 & Form-21 along with the proforma to this Ministry by **15th February, 2022** positively to keep the record in order.


(M.Sajjad Haider)
Section Officer (HGO)

Copy to: -

1. Chairman Central HOAP, Islamabad.
2. Assistant Director (IT) with the request to upload this letter on the website of Ministry.

Required Documents for Update in MIS

(فارم برائے نئی مینٹینجمنٹ کے بارے میں معلومات نیز ممبر کی معلومات علیحدہ سے ہو)

1	Name of Company	
2	Enrolment No.	
3	Name	
4	Designation in Company:	
5	Residential Address	
6	Passport No	
7	Date of Issue	
8	Date of Expiry	
9	Place of Issue	
10	CNIC No.	
11	NTN	
12	Mobile No. in Pak	
13	Mobile No. in KSA	
14	Residential Telephone No	
15	Specimen Signature	

Sanjida

Details of Share Holder

1	Name of Share Holder	
2	Father's Name	
3	Designation in Company:	
4	Value of Shares	
5	Total No. of Shares	
6	% of Total Shares	
7	Shares Holder CNIC No.	

درج بالا فارم اور ذیل کے کاغذات کو بذریعہ کوریئر اور سکنین (Scan) کر کے ای میل بھیجیں۔

1	Form-29	TRUE COPY
2	Form-A	TRUE COPY
3	Photograph	Coloured
4	CNIC	Coloured scanned

5	Passport	Coloured scanned
6	Photo image(JPG Format only) Width range: 70 - 165px Height range: 65 - 185px File Size range: 05 -12KB.	
7	CNIC (Side-A) (JPG Format only) CNIC (Side-B) (JPG Format only) Passport (JPG format only) Specimen Signature Note : Scanned File Size range: 5 -12KB.	
Outgoing Management		
1	Name	
2	Designation in Company:	
3	From Date	
4	To Date	
5	Copy of NOC Change of Management issued from MORA	

Samirick

CHANGE OF ADDRESS/POD SINCE ALLOCATION OF HAJJ QUOTA

SR NO	ADDRESS	POD	FROM	TO

Samjid