

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

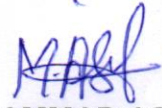
No. 1(4)/2023-HGOs

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)