



Government of Pakistan
Ministry of Religious Affairs and
Inter Faith Harmony

APPLICATION FORM FOR ASSESSMENT OF QUOTA HOLDER HGOs

Name of Company							
MoRA Enrolment No.							
Munazzim No.							
Present Operational Address of Company		District:		Province:			
		Phone # (with areacode)		WhatsApp No.			
		Website		Email			
		District:		Province:			
Registered Office Address		Phone # (with areacode)		WhatsApp No.			
		Website		Email			
		District:		Province:			
		Phone # (with areacode)		WhatsApp No.			
Contact number of Chief Executive							
Contact number of Director							
Office Premises Area (Sq. Feet)				Premises Type		Own Hired	
IT Infrastructure:		No. of Computers		DSL Connection		Yes/ No Printers Yes/ No	
SECP Registration No. (As Ltd Company)							
Date of Incorporation/ Registration							
Authorized capital in PKR				Paid up capital in PKR			
Registered with Department of Tourism of Pakistan		Yes	No	If Yes Reg. No./Year		NTN No. of company	
IATA License		Yes	No	If yes, Reg.No./Year			
Any other information							

CHIEF EXECUTIVE/ DIRECTORS PARTICULARS ALONGWITH PHOTOGRAPHS

Sr. No	Name	Designation	Qualification	CNIC No.	NTN No.	Share (%)
1						
2						
3						
4						
5						

Photograph	Photograph	Photograph	Photograph	Photograph
4×3 cm	4×3 cm	4×3 cm	4×3 cm	4×3 cm
1	2	3	4	5
Signature	Signature	Signature	Signature	Signature

EMPLOYEE'S DETAIL:

Sr. No.	Name	Designation	CNIC No.	Contact Number	Qualification
1					
2					
3					
4					
5					
6					
7					

COMPANY FINANCIAL ANALYSIS WITH VERIFIABLE DOCUMENTARY EVIDENCE

Tax Paid for the Years	2019	2020	2021	2022	2023
Company defaulted from any Bank Loan?	Yes	No			
Financial Audit of the company was carried out by Chartered Accountants Firm For the years: 2018 to 2022	Yes		No		
Is there any Dispute in the company, if any	Yes (if yes, give detail)			No	
Convicted from any Court of Law with Criminal / Civil Offence, etc	Yes (if yes, give detail)		No		
Has the Company Blacklisted by KSA or any Foreign Agency	Yes (if yes, give detail)		No		
The company, its shareholders, directors and Management are not defaulter of any of the financial	Yes (if yes, give detail)		No		

I also hereby solemnly declare that all information provided in this application is correct to the best of my knowledge and belief. In case of any information found incorrect or false, my enlistment may be revoked or cancelled, as the case may be.

Signature: _____

Name: _____

Designation: Chief Executive

**LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FOR QUOTA
HOLDER HGOS**

Name of Company: _____

MoRA Enrolment No. _____ Munazzim No. _____

Complete Address: _____

Contract Numbers of i) Chief Executive: _____

ii) Director: _____

Sr. No.	Document	Page No:
1.	Print out of application Form	
2.	Certificate of incorporation (Latest attested by SECP)	
3.	Attested copies of Memorandum of Association etc	
4.	NTN Certificate of Company	
5.	NTN Certificates of Chief Executive and Directors	
6.	Copies of CNICs of Chief Executive and Directors	
7.	Form A of SECP (Latest attested by SECP)	
8.	Form 21 of SECP (Latest attested by SECP)	
9.	Form 29 of SECP (Latest attested by SECP)	
10.	Form 3 of SECP (Latest attested by SECP)	
11.	Latest No management dispute certificate from SECP (attested by SECP)	
12.	Financial Reports of last 05 years duly Audited by Chartered Accountant Firms (preferably QCR certified)	
13.	Income tax returns of last 5 years	
14.	Proof of being an Active Taxpayer List (ATL) for last 5 years	
15.	Certificate from FBR that Company is not tax defaulter	
16.	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 is not presently debarred for carrying out its operation by the Government of Pakistan or KSA as the case may be. c. The company, its share holders, directors and Management are not defaulter of any of the financial institution or bank in Pakistan.	
17.	Detail breakup of opted package (s) during Hajj 2023.	
18.	Utilization detail of 50% sponsorship quota with foreign remittances evidence / bank statement during Hajj 2023..	
19.	Record showing 50% utilization of quota from the province for which the license has been granted during Hajj 2023.	
20.	Proof / record of individual agreement with all Hujjaj during Hajj 2023.	
21.	Proof of traveling of HGO's representative with group(s) of Hujjaj during Hajj 2023.	

22.	Proof of stay of Chief Executive or Director with Hujjaj throughout their stay in KSA during Hajj 2023	
23.	Proof / record of imparting Hajj trainings to Hujjaj during Hajj 2023.	
24.	Proof / record uploading of correct following information on HGO-MIS during Hajj 2023 i. Accommodation details ii. Company's contact numbers in KSA ii. Hajj application form iv. Individual Hajj agreement v. Summary form vi. Logistics form	
25.	Copy of deposit receipt of Rs.2,011/- in Government Treasury in the Head " C03829-Others Receipts-Fees and Forfeitures ".	
26.	Any other documents (if any) with detail	

Signature/Stamp _____

Date: _____