

No.5/7/2017-Haj

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,

9 भगवान दास रोड, नई दिल्ली - 110 001

3rd Floor, ISIL, V.K. Krishna Menon Bhawan,

9 Bhagwan Das Road, New Delhi - 110 001

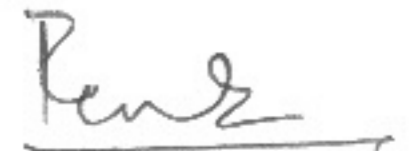
दिनांक / Date: 09.12.2017

Subject: Policy for Private Tour Operators for Haj 2018.

The Government of Saudi Arabia has notified that Private Tour Operators (PTOs) registered with the Government of India and involved in the preparation of the Haj Pilgrimage will be eligible for grant of Haj group visas subject to fulfillment of other terms and conditions as laid down by the Saudi Authorities. Government of India frames policy laying down conditions subject to which registration and allocation of quota to the PTOs would be given.

2. The Hon'ble Supreme Court in its judgment dated 16.04.2013 in petition for Special Leave to Appeal (Civil) No.28609/2011 inter alia approved the Policy for Private Tour Operators (PTOs) for Haj 2013 – 2017. The Policy remained valid for five years. In terms of the Supreme Court directions regarding Haj Policies for the HCol and PTOs, it was decided to review the existing Policies and frame a new Policy. Accordingly, Ministry of Minority Affairs, Government of India had constituted a Committee of eminent people and senior officials to review the existing Haj Policy of the Government for 2013-17 and to suggest framework for new Haj policy 2018-22.

3. The Policy for Private Tour Operators for Haj for next five years is under consideration of the Government and will be framed in the light of the recommendations of the Committee and the suggestions received from various stakeholders. The new Policy is likely to be implemented from Haj 2019 onwards. Meanwhile, pending finalisation of the new PTO policy, in the interest of smooth and timely completion of Haj arrangements for PTOs for Haj 2018, it has been decided to invite applications from eligible PTOs for registration for Haj – 2018 on the same lines as per the approved PTO policy 2013-17.

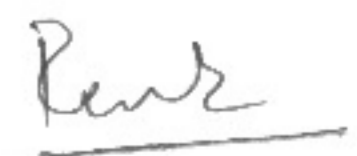


4. The Eligibility Criteria are at Annexure A and B. Interested PTOs may apply for registration and allocation of quota for the Haj 2018 under the following two categories:

- (i) Category I – PTOs registered with MEA/ MoMA and facilitated Hajjis at least for 7 Hajj operations or more. 70% of the seats allocated to PTOs in the Annual Bilateral Agreement with Saudi Arabia, will be allocated proportionately (to the extent possible on equal allocation basis) by draw of lots to eligible PTOs under Category-I.
- (ii) Category – II - PTOs registered with MEA/ MoMA and facilitated Hajjis for at least for 1 to 6 Hajj operations and PTOs which have facilitated at least 50 Umrah pilgrims each year for any five years. 30% of seats allocated to PTOs will be allocated to eligible PTOs under Category-II at the rate of 50 seats per qualified PTO. Since the new Policy for next five years is being finalised and likely to be implemented from Haj 2019 onwards, the quota to unsuccessful PTOs in draw of lots is not contemplated in Haj 2019.

5. This policy will remain valid for Haj 2018 only. The allocation of seats to qualified PTOs in each category will be done on the basis of overall quota of PTOs seats specified in Annual India- Saudi Arabia Haj Agreement and the number of qualified PTOs remaining in each category. The policy envisages cross category upward movement of PTOs from one category to another. A qualified PTO shall remain qualified unless it is otherwise disqualified either by Government of India or by Government of Saudi Arabia for reasons to be recorded in writing. It is to be noted that the PTOs who do not wish to take minimum of 50 Hajjis or are unable to do so need not apply.

6. The applications for registration along with the required documents/ information may be submitted online on the PTO Portal www.haj.nic.in/pto. The portal for Haj PTOs will be launched on 14.12.2017. The last date of submission of online application is **1630 hours of 05.01.2018**. A printed copy of the online application along with requisite documents may also be submitted to the Under Secretary, Haj Division, Ministry of Minority Affairs, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi-110001 **by 08.01.2018**.



ANNEXURE-A

**Terms and Conditions for Registration of Private Tour Operators (PTOs)
for Haj-2018**

Each PTO should establish that it is a genuine and established Tour Operator having experience in sending tourists/pilgrims abroad for which it should produce the following documents:

Sl.No.	Terms and Conditions
i.	All documents must be in the name and address of the applicant PTO and must be dated prior to the last date for submission of the application.
ii.	PTO must sign an agreement with each pilgrim indicating the services to be provided to the pilgrim and charges payable. Services should include inter-alia Medical Insurance/ group accident insurance, type of accommodation air travel and transport facility, duration of stay of the pilgrims in Saudi Arabia, etc.). A copy of model agreement as laid down by the Ministry to be signed with the pilgrims must be attached with the application.
iii.	Details of registration for GST including certificate of registration in the name and address of the PTO duly issued by the Competent Authority.
iv.	Minimum Annual Turnover of INR One Crore or more from Haj and Umrah operations during any of the two preceding financial years along with Balance Sheet and Profit & Loss Account –duly audited by the Statutory Auditors, Tax Audit Report and Income Tax Return (ITR).
v.	Minimum office area of 250 Sq.ft. (Carpet area). (Supporting documents – drawing/layout plan approved by the competent authority of the State Government/Union Territory). Lay out plan certified by Chartered Engineers/ Architects will also be accepted. The qualified PTOs, where there has been no change in their address, can submit certified true copy of their Drawing/ Layout Plan. However, in case there has been any change in the address, PTOs will have to submit a fresh approved drawing/layout plan duly approved by the competent authority of the State Government/UT in original.
vi.	Minimum Capital Employed of Rs. 15 lakh in any one of the last two financial years, duly supported by the latest Balance Sheet- audited by the Statutory Auditors and Audit Report.

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vii.	Proof of payment made through banking or other authorized channel duly notified by RBI, from time to time, towards purchase of tickets and hiring of accommodation in Makkah/ Madinah during any of the two preceding financial year/ Haj year. Payments towards purchase of tickets, hiring of accommodation for pilgrims in Makkah/ Madinah, by any other means, would not be accepted.
viii.	PAN Card details of the firm (PAN Card in the name of Proprietor will be accepted only if the PTO is a Proprietor concern).
ix.	PTO with adverse Police report or involved in criminal court cases will not be considered at all.
x.	Copies of Registration Certificate issued to the PTO in support their claim year-wise and PTO category-wise.
xi.	Contract for hiring of buildings for pilgrims and "Tasreeh" together with English translations PTO category wise. (Please enclose rental receipts and a copy of lease deed, duly signed with the Saudi owners).
xii.	Copy of Munazzim Card and relevant Haj visa pages of the Passport of the Proprietor/ Owner.
xiii.	A security deposit of INR 25 lacs (Indian Rupees Twenty five lacs only) in the form of Fixed Deposits with a Nationalised Bank in favour of Haj Committee of India, Mumbai.
xiv.	A Demand Draft of INR 10000/- (Indian Rupees Twenty Five Thousand only) in favour of Haj Committee of India, payable at Mumbai - to be submitted along with the application as non refundable fee.
xv.	In case of PTOs required to have umrah experience, agreement between the applicant PTO and the licensed Saudi Umrah Operators shall be submitted as mandated by Hon'ble Supreme Court judgment of 8 th July, 2016 in Writ Petition (Civil) No.425 of 2016 Etc..

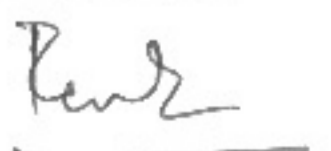
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Other important instructions/Guidelines for Haj-2018

i.	Application must be in the prescribed Performa (Annexure C) and all documents must be serially numbered. An index must be provided at the top of the applications indicating details of documents enclosed.
ii.	PTOs that misrepresent or mislead the authorities in their applications and documents should be automatically debarred from applying for at least 5 subsequent years besides forfeiture of security deposit. This debarment will apply to all companies/ firms in which the director/proprietor/partner of the debarred firm is present, provided that blacklisting will not be ordered unless an opportunity to show cause against such blacklisting is given to the PTO concerned.
iii.	PTOs must furnish full information about their pilgrims to the CGI (Consulate General of India), Jeddah also upload it on the website of CGI www.cgijeddah.com before departure of pilgrims to Saudi Arabia.
iv.	PTO must ensure vaccination and other medical checks as per requirement of the Government of Saudi Arabia. Details are available on HCOI's website www.hajcommittee.com . All Pilgrims must carry Health Cards.
v.	PTO should be fully responsible for the stay, transport and payment of compulsory charges to the Authorities in Saudi Arabia. PTO should honour all terms & conditions of the contract signed with the pilgrims and ensure that none of them is left stranded.
vi.	PTO should provide good quality identity card, indicating name of the pilgrim and of the PTO, Passport number and place of stay in Makkah/ Madinah, to each pilgrim to be worn around the neck whenever they leave the building.
vii.	PTO should ensure that baggage of all their pilgrims are cleared before they leave the Haj Terminals in India/Saudi Arabia.
viii.	If a pilgrim sent by a PTO is found begging in Saudi Arabia or declared Fuqra by the Saudi Authorities, the PTO will be blacklisted permanently and its security deposit forfeited.
ix.	Selling of Haj quota seats to any other PTO is strictly prohibited. In case of receipt of any complaint against any PTO indulging in such activity, the PTO would be blacklisted permanently.

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x.	It may kindly be noted that only one member of the family would be eligible for registration for Haj-2018. Hence only one member of family should apply for registration. Family will include wife and dependent children. In case morethan one member of a family satisfy the eligibility conditions and if one of them is a lady, the lady would be given preference for registration to the exclusion of others and if there is no lady, preference would be given to the member who is the oldest in the business for registration for Haj-2018. No applicant can apply in more than one PTO in his/her capacity as Director/Partner/ Proprietor.
xi.	PTO must submit only one application. If it is found that a PTO has submitted more than one application in different names, all such applications would be rejected and all such PTOs would be debarment for five years and their security deposit would be forfeited.
xii.	Without prejudice to the foregoing, all claims, disputes and differences shall be subject to the jurisdiction of the Court in New Delhi.
xiii.	<p>All the terms and conditions laid down in Annexure A & B will also apply on PTOs that qualify under Category- II by virtue of facilitating a minimum of 50 Umrah pilgrims in a year for any 5 years but with the exception of the terms and conditions contained under clauses (vii), (x), (xi), xii of Annexure-A.</p> <p>In addition, these PTOs are also required to submit the proof of payment made through banking or any other authorized Channels duly notified by RBI from time to time, towards purchase of tickets and hiring of accommodation in Makkah and Madina in respect of Umrah pilgrims facilitated by them in support of their claim.</p>
xiv.	New PTOs applying on the basis of umrah experience should have valid agreement with the licensed Saudi Umrah Operators for the years in which Umrah pilgrims were facilitated by them.
xv.	The PTOs should ensure that the Haj Pilgrims contracted by them make the entire payment of the agreed Haj package to the firm's account individually through their bank accounts or other authorized channels duly notified by RBI from time to time. The PTO shall abide by other terms & conditions issued by the Ministry this regard.



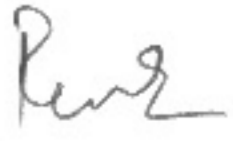
Hajj 2018 - Application for Registration as Private Tour Operator (PTO)

1.	Name of Private Tour Operator and the Category under which PTO intends to apply.	
2.	Address of firm/ telephone, fax, e-mail and website address (if there has been any change in address since last year it may also be indicated)	
3.	Name of the firm's representatives along with contact details who would be present in the Kingdom of Saudi Arabia during ensuing Haj.	
4.	Number of employees (permanent as well as seasonal with break up), Number of computers, and other office equipment.	
5.	Area of Office (Please attach supporting documents with photographs)	
6.	Whether the office is designated specifically for the Haj/ Umrah or any other business is also carried out from that premises.	
7.	(i) Whether earlier registered with Government of India?	Yes/ No
	(ii) If Yes, then enclose copy of certificates and copies of "Tasreeh" in support of their claim, year-wise.	
8.	Whether member of any Association of Haj PTO? If so, provide details.	
9.	Also indicate whether application is submitted through an Association	
10.	Whether details of registration for GST provided.	Yes/ No
11.	PTOs should enclose copies of contracts for buildings hired for pilgrims, "Tasreeh" with a certified English translation, IATA receipts, details of tickets, and payments made towards purchase of tickets through banking channel in support of their claim either for any of the last two financial years. (New applicants are required to submit the number of Umrah pilgrims facilitated during five of the last seven years with supporting documents – purchase of air tickets, hiring of	



	accommodation in Makkah and Medinah and proof of payments made through banking channels for this purpose. A copy of valid agreement with licensed Saudi Umrah Operator shall be submitted.)	
12.	Details of Fixed Deposit Receipt (FDR) for INR 25 lakh - original to be enclosed.	
13.	Details of bank draft for INR 10000/- in favour of Haj Committee of India, payable at Mumbai as non-refundable processing fee.	
14.	Maktab number and the name of the service provider in Saudi Arabia (in case of previously registered PTOs).	
15.	Likely date of arrival of pilgrims in Kingdom of Saudi Arabia.	
16.	Likely date of departure of pilgrims from Kingdom of Saudi Arabia.	
17.	Type of Transport agreement/arrangements to be made for Pilgrims (Coupon rate and route).	
18.	Arrangements for providing Orientation/Training programmes.	
19.	Name, address and telephone numbers of local correspondent Company in the Kingdom of Saudi Arabia.	
20.	(a) Whether the PTO has its branches in other places: (b) if yes, please provide details: (c) Have these branches also applied for registration separately? If yes, please provide details.	Yes/ No
21.	Whether any case/ complaint is registered against the PTO with police authorities. Please provide complete details. If there is no such complaint/ case, please attach an affidavit in support of the claim.	Yes/ No

(Seal and signature of the authorized person of the Company)



**APPLICATION FORMAT FOR SUBMISSION OF APPLICATIONS
FOR REGISTRATION OF PRIVATE TOUR OPERATORS
FOR HAJ - 2018)**
[to be submitted along with printed copy of the online application]

No. - CAT I / II ()

(A) BASIC DETAILS:

(i)	Name & Address of the Private Tour Operator	Contact Details	
		Tel No.	
		Mobile No.	
		Fax No.	
		Email ID.	
(ii)	Whether there has been any change in the address of PTO since last Haj. (If Yes, the reason for the same and supporting documents)		
(iii)	Whether Proprietorship/ Partnership/Company		
(iv)	Name of the Proprietor/ Partner/Director		
(v)	Name of person(s) and designation who have submitted the application for registration.		
(vi)	Name of Representative who will be present in KSA during Haj-2018.		

(B) DETAILS AS PER ANNEXURES:

Sr.	Particulars	Remarks of the PTO
(i)	Whether the office is designated specifically for the Hajj/Umraah or any other business is also carried out from that premises. (Whether the PTO is also carrying out the business of sale/purchase of tickets need to be disclosed separately) The said information is required to know about the nature of business/services being carried out the PTO from the business premises registered in the name of the said PTO.	
(ii)	Copy of registration certificate of Service Tax. (Page no. of file:)	
(iii)	PTO is to sign an agreement with each pilgrim indicating the services to be provided to the pilgrim and charges payable for Haj-2018. Whether a copy of Model Agreement to be signed with the pilgrims for Haj-2018 has been attached with the application and also indicates the rate per pilgrim proposed to be levied. The model agreement should inter-alia include the following services to	

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be provided during Haj-2018:

- Medical Insurance/ Group Accident Insurance
- Type of Accommodation
- Transport facility
- Duration of stay in Saudi Arabia.
- Amount to be charged from each pilgrim
(Amount -)

(Page no. of file:)

(iv) Minimum office area of 250 sq. ft. (Carpet area).

The qualified PTOs where there has been no change in their address can submit certified true copy of their drawing/ lay out plan. However, in case there has been any change in the address, PTOs will have to submit a fresh approved drawing/ layout plan duly approved by the competent authority of the State Government/ UT administration in original.

To be supported by any of the following original document. (Tick the document provided as support and fill in the carpet area in the respective field)

Document	Carpet Area (in sq. ft.)	Page No. of File
Drawing lay out plan approved by the competent authority of the State Government/UT.		
Lay out plan certified by Chartered Engineers/ Architects		

The above documents should be in original and specifying the address and Carpet area of the said office of the PTO. The qualified PTOs where there has been no change in their address can submit certified copy of their Drawing/Layout Plan. However, in there has been any change in the address, PTOs will have to submit a fresh approved drawing/layout plan duly approved by the competent authority of the State Government/UT in original.

(v) Minimum Annual Turnover of Rs. One Crore or more from Haj and Umrah operations for either the Financial Year 2015-16 or 2016-17 along with the Financial statements (Balance Sheet & Statement of Profit & Loss) - duly audited by the Statutory Auditors, Auditor's Report, Tax Audit Report (including Form 3CD of Income Tax) and Income Tax Return (ITR) with acknowledgement for the Financial Year 2015-16 or 2016-17.

Mention the Turnover of the PTO as supported by the above documents

Financial Year	Amount of Turnover* (From Haj and Umrah operations) (Rs. in lakhs)	Page No. of File
2015-16 Or		
2016-17		

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Mention the below mentioned details as supported by the above documents:

Financial Statement	Financial Year	Whether submitted (Yes/No)	Page No. of File
Audited Balance Sheet & Statement of Profit & Loss	2015-2016 or		
	2016 - 2017		
Statutory Audit Report (in case of PTO registered as a Company)	2015-2016 or		
	2016 - 2017		
Tax Audit Report (including Form 3CD of Income Tax)^	2015-2016 or		
	2016 - 2017		
Income Tax Return (with acknowledgment)#	2015-2016 or		
	2016 - 2017		

Note:

* Amount of Turnover from Haj and Umrah operations should be considered as shown in the Audited Financial Statements of the PTO for the respective year. **Turnover means only amount of commission in case of Agents and total income from Haj and Umrah operations in case of Tour Operators. Further, turnover should be shown after netting off the Gross Purchase amount from Gross Sales amount of tickets purchased & sold by PTO acting as an agent.**

^ Tax Audit Report means Form 3CA/3CB submitted with 3CD as required under Income Tax Act.

Income Tax Return should be submitted with the acknowledgment copy of the said return,

(vi) Minimum capital employed of Rs. 15 lakhs as on March 31, 2016 or March 31, 2017, duly supported by the latest Financial Statements audited by the Statutory Auditors.

Mention the following from the audited Balance Sheet submitted.

Financial Year	Amount of Capital* (in Rs.)	Page No. of File
31.03.2016		
31.03.2017		

Note:

* Amount of Capital Employed should be considered as shown in the

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Audited Financial Statements of the PTO for the respective year.

(vii) Proof of purchase and payment made through banking or other authorized channels towards purchase of tickets and hiring of accommodation in Makkah/ Madinah for Haj-2015 or Haj 2016.

As per the judgment dated 8th July, 2016 of Hon'ble Supreme Court in WP (Civil) No.425 of 2016 etc., the registered PTOs either in Category I or Category II, except those PTOs who have been registered and allocated quota during Haj 2017 for the first time, need not submit the documents contemplated under stipulation No. (vii) of Annexure A.

Those PTOs who have been allocated quota during 2017 for the first time may submit the document relating to Haj 2017.

Particulars	Vendor Name	No. of tickets/ amount of foreign currency	Amount of purchase / payment (in Rs.)	Page No. of File
<u>Tickets</u>				
Proof of purchase of tickets i.e. Ticket Invoices				
Proof of payment against purchase of tickets i.e. Bank Statement/s. Details regarding tickets as required under press release need to be provided facilitating the verification of the complete journey of the pilgrims.				
<u>Accommodation</u>				
Proof of purchase of foreign currency i.e. Foreign currency invoices in the name of PTO or BTQ.				
Proof of payment against purchase of foreign currency i.e. Bank Statement/s.				

Note:

1. The payments made by any mode other than banking or other authorized channels not to be accepted.
2. Copy of Bank statement (reflecting the transaction/s) should be submitted in support of bank transfer advice/s or vendor receipts.
3. Tickets and foreign currency purchased from more than one vendor need to be shown separately by inserting separate rows under the respective particulars.
4. Ticket invoices should contain name of pilgrims, ticket number, date of

Handwritten signature

	<p>travel/return and amount of ticket.</p> <p>5. Tickets and/or foreign currency purchased prior to date of allotment of quota will not be considered.</p> <p>6. As far as advance purchase of tickets is concerned, the same may not be practical as the tickets are to be purchased in the name of individual pilgrims after entering agreement with them and that will happen only after allocation of quota to the PTO.</p> <p>7. As far as advance purchase of foreign currency is concerned, the same should have been purchased after allocation of quota to the PTO and in case PTO has made advance payment for accommodation for the next session immediately after previous Haj season, the basis of the same may also be explained/ documented. In such cases, the additional documents in support of advance purchase of foreign currency should also be provided/ included in the agreement specifically to establish that the same payment is for the forthcoming Haj season.</p> <p>8. If payment against purchase of Tickets and/or foreign currency made in installments then it need to be shown separately by inserting separate rows and should be highlighted on the bank statement pages mentioned therein.</p> <p>9. If PTO himself having IATA registration and tickets were booked from own account, then PTO is required to submit payments made to Airlines to purchase their own tickets with necessary supporting documents/bank statements to support the claim.</p> <p>10. Any part of payment made in cash towards purchase of tickets or foreign currency is to be disclosed in separate row.</p>	
(viii)	<p>Copy of PAN Card in the name of the PTO.</p> <p>(PAN Card in the name of Proprietor will be accepted provided the PTO is a Proprietor concern).</p> <p>(Page no. of file:)</p>	
(ix)	<p>PTO with adverse police report or involved in criminal court cases are not to be considered at all for registration and allocation of quota as per approved PTO policy. PTO whose court case stay has been given by the Court i.e. against whom a criminal case is pending and the matter is sub-judice would also not be considered on the basis of existing policy.</p> <p>Therefore, PTO is required to submit an Affidavit declaring that there is no adverse police report is pending and not involved in any criminal court case/s.</p> <p>(Date of affidavit:)</p> <p>(Page no. of file:)</p> <p>Note:</p> <p>1. PTO whose court case is given stay by the court is also not to be considered.</p>	

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(x)	<p>Copies of Registration Certificate issued by MEA/ MoMA to PTO in support of its claim of the category for the year Haj-2018.</p> <table border="1" data-bbox="289 329 1234 546"> <thead> <tr> <th>Registration Certificate No.</th> <th>No. of pilgrims</th> <th>PTO Category</th> <th>Page No. of File</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Registration Certificate No.	No. of pilgrims	PTO Category	Page No. of File																																													
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(xi)	<p>Contract for hiring of buildings for pilgrims and "Tasreeh" together with English translation for the year Haj-2015 or Haj 2016 including copies of rental receipts duly signed with the Saudi Owners to be submitted for Makkah and Madinah both.</p> <p>Those PTOs who have not been allocated quota during Haj 2015/ 2016 may submit the required documents for Haj 2017 or for the last Haj in which they were allocated quota. The reason for non allocation of quota during 2015/2016 may be clearly indicated.</p> <table border="1" data-bbox="289 1012 1472 1457"> <thead> <tr> <th>Place</th> <th>Date of Contract/ Tasreeh</th> <th>Name of Building owner</th> <th>No. of pilgrims/ Amount (in SR)</th> <th>Name of Mossassar</th> <th>Page no. of the file</th> </tr> </thead> <tbody> <tr> <td colspan="6"><u>Contract/Tasreeh</u></td> </tr> <tr> <td>Makkah</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Madinah</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="289 1537 1304 1941"> <thead> <tr> <th>Place</th> <th>Date of Rental receipt</th> <th>Name of Building owner</th> <th>Amount (in SR)</th> <th>Mode of payment</th> <th>Page no. of the file</th> </tr> </thead> <tbody> <tr> <td colspan="6"><u>Rental receipts</u></td> </tr> <tr> <td>Makkah</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Madinah</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Note:</p> <ol style="list-style-type: none"> 1. Building hired from more than one building owner need to be shown separately by inserting separate rows under the respective particulars. 2. Buildings hired prior to date of allotment of quota will not be considered. <p>(The Table in the column is for clarification for applicant PTOs to enable them to furnish desired information correctly and ensure/facilitate the scrutiny of PTOs' documents.</p>	Place	Date of Contract/ Tasreeh	Name of Building owner	No. of pilgrims/ Amount (in SR)	Name of Mossassar	Page no. of the file	<u>Contract/Tasreeh</u>						Makkah						Madinah						Place	Date of Rental receipt	Name of Building owner	Amount (in SR)	Mode of payment	Page no. of the file	<u>Rental receipts</u>						Makkah						Madinah						
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(xii)	<p>Copy of Munazzim Card and relevant Hajj visa pages of the Passport of the Proprietor /Owner /Partner /Director for the year Haj 2015 or Haj 2016.</p> <p>Also Mention the followings details.</p> <table border="1" data-bbox="289 2742 1549 2822"> <thead> <tr> <th>Particulars</th> <th>Description</th> <th>Page no. of</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Particulars	Description	Page no. of																																														
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			the file
	Name mentioned on Passport		
	Passport Number & validity		
	Name of PTO mentioned on Munazzim card		
	Name of responsible person mentioned on Munazzim card		
	Munazzim Card No.		
	Name of PTO mentioned on Haj visa pages		
	Name of responsible person mentioned on Haj visa pages		
	Passport no. mentioned on Haj visa pages		

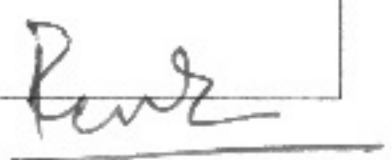
(xiii) In case of new Applicants, details of at least 50 number of Umrah pilgrims facilitated in each year by the Applicant PTO during any five years with year-wise supporting documents – copies of the contract entered into between the respective PTO and the company licensed by the Government of Kingdom of Saudi Arabia (Umrah Operators), purchase of air tickets, hiring of accommodation in Makkah/ Madinah and proof of payments made through banking or other authorised channel submitted.

Year	Name of the company licensed by the Government of Kingdom of Saudi Arabia (Umrah Operators)	Date of signing of agreement	Period of contract

Year	Nature of Payment for pilgrimage	No. Of Haj Yatri	Yes/ No	Mode of Payment/ Amount paid
	Tickets			
	Accommodation			
	Tickets			
	Accommodation			
	Tickets			
	Accommodation			
	Tickets			
	Accommodation			
	Tickets			
	Accommodation			

(xiv) Document (Affidavit/declaration in application) that no other member of the family of the PTO has applied for Haj 2018 and also has not applied in more than one PTO in his/ her capacity as Director/ Partner/ Proprietor.

If yes, the details and reasons for applying with justification as recorded in the application.



	(Page no. of file:)					
(xv)	<p>Maktab Number and the name of service provider in Saudi Arabia during Haj 2017. (in case PTO was not allotted quota in Haj 2017, information for the last Haj when PTO was allotted quota should be provided)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Maktab Number</td> <td style="width: 150px; height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">Name of service provider</td> <td style="width: 150px; height: 20px;"></td> </tr> </table> <p>(Page no. of file:)</p>	Maktab Number		Name of service provider		
Maktab Number						
Name of service provider						
(xvi)	Likely date of arrival of pilgrims in Kingdom of Saudi Arabia.					
(xvii)	Likely date of departure of pilgrims from Kingdom of Saudi Arabia.					
(xviii)	<p>a) Whether the PTO has its branches in other places:</p> <p>b) If yes, please provide details w.r.t. no. of branches and places located.</p> <p>c) Have these branches also applied for registration separately? If yes, please provide details.</p>					
(xix)	Number of employees (permanent as well as seasonal with break up), number of computers and other office equipments					
(xx)	Type of transport agreement/ arrangements to be made for pilgrims (coupon rate and route)					
(xxi)	Arrangements for providing orientation/ training programme.					
(xxii)	Name, address and telephone numbers of local correspondent Company in the Kingdom of Saudi Arabia.					

(Seal and signature of the authorized person of the PTO)

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