

No.5/1/2016-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: 20.12.2016

Subject: Registration of Private Tour Operators for Haj 2017

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 fulfilment of other terms and conditions as laid down by the Saudi Authorities.

2. Applications are invited from eligible PTOs for registration for Haj – 2017. The Eligibility Criteria are at Annexure A and B. The applications must be submitted in the prescribed format (Annexure – C) directly to the Under Secretary, Haj Division, Ministry of Minority Affairs located at 3rd Floor, I.S.I.L., V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, Opposite Supreme Court of India, New Delhi-110001.

3. The registration of PTOs who have been registered under any of the categories as per the approved Policy for Private Tour Operators for Haj 2013-2017, is valid till 2017, subject to fulfillment of other relevant stipulations under the Approved Policy. The PTOs who still remain eligible, may apply for registration for Haj 2017 as per the laid down guidelines.

4. 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 Clause (vii), (x), (xi) and (xii) of Annexure A. In addition, these PTOs are also required to submit the following:

- (i) Copies of the contract entered into between the respective PTO and the company licensed by the Government of Kingdom of Saudi Arabia (Umrah Operators), as a proof of hiring accommodation in Saudi Arabia. [The list of licensed Umrah Service Providers in Saudi Arabia and licensed Indian Umrah Agents is available on the website of Ministry of Haj & Umra, Government of Saudi Arabia (www.haj.gov.sa)].
- (ii) The proof of payment made through banking or any other authorised channels towards purchase of tickets and hiring of accommodation in Makkah and Madinah in respect of Umrah pilgrims facilitated by them in support of their claim.

5. All PTOs applying for registration for Haj-2017 are required to furnish the documents as detailed in the Annexure A, B & C along with duly filled in Form D. As per the order no. 33/2015 for SLP(C) 28609/2011 dated 12.5.2015, PTOs are required to submit all the documents either for 2014-15 (Haj 2014) or 2015-16 (Haj 2015). 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 2016 for the first time, need not submit the documents contemplated under stipulation No. (vii) of Annexure A.

6. The overall quota of seats for the PTOs and the minimum number of pilgrims per PTO are subject to arrangements with the Kingdom of Saudi Arabia. The quota in terms of PTOs' Policy 2013-17 approved by Hon'ble Supreme Court of India, will be distributed among qualified PTOs as per details given below:

- (a) 70% of the Haj 2017 PTO seats will be allocated proportionately (to the extent possible on equal allocation basis) by draw of lots to eligible PTOs under Category-I.
- (b) 30% of Haj 2017 PTO seats will be allocated to eligible PTOs under Category-II at the rate of 50 seats per qualified PTO as per draw of lots. Being the last year of the policy period i.e 2013-17, the quota to unsuccessful PTOs in draw of lots is not contemplated in Haj 2018.

7. This policy will remain valid for Haj-2017 only. The allocation of seats to qualified PTOs in each category will be done every year 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 Category-II to Category-I. A qualified PTO shall remain qualified unless it is otherwise disqualified either by Government of India or by Government of Saudi Arabia for valid reasons. It is to be noted that the PTOs who do not wish to take minimum of 50 Hajis or are unable to do so need not apply

8. The applications for registration along with the required documents/ information in the prescribed format may be submitted latest **by 1630 hours of 20.01.2017.**



ANNEXURE-A

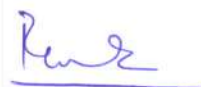
Terms and Conditions for Registration of Private Tour Operators (PTOs) for Haj-2017

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 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, type of accommodation, transport facility, duration of stay of the pilgrims in Saudi Arabia, etc.). A copy of model agreement to be signed with the pilgrims must be attached with the application.
iii	Details of registration for Service Tax.
iv	Minimum Annual Turnover of INR One Crore or more during the financial year 2014-15 (Haj 2014) or 2015-16 (Haj 2015) along with Balance Sheet and Profit & Loss Account –duly audited by the Statutory Auditors, Tax Audit Report and Income Tax Return (ITR) for financial year 2014-15 or 2015-16.
v	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/ 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 of Rs. 15 lakh as on March 31, 2015 or March 31, 2016, duly supported by the latest Balance Sheet- audited by the Statutory Auditors and Audit Report.



vii	Proof of payment made through banking (Bank Statement) or other authorized channels towards purchase of tickets and hiring of accommodation in Makkah/ Madinah for the financial year 2014-15 (Haj 2014) or 2015-16 (Haj 2015). Payments towards purchase of tickets, hiring of accommodation for pilgrims in Makkah/Madinah, by any other means, would not be accepted. Note: 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 2016 for the first time, need not submit the documents contemplated under stipulation No. (vii) of Annexure A.
viii	PAN Card details (PAN Card in the name of Proprietor will be accepted provided 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 for Haj).
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 valid till January 31, 2018 in favour of HCOI, Mumbai.
xiv	A Demand Draft of INR 5000/- (Indian Rupees Five Thousand only) in favour of Haj Committee of India, payable at Mumbai - to be submitted along with the application as non refundable fee.



Other important instructions/Guidelines for Haj-2016

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	Applications that furnished wrong information or suppress any relevant information will be summarily rejected and the applicant PTO will be blacklisted and its security deposit forfeited, provided that blacklisting will not be ordered unless an opportunity to show cause against such blacklist 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.

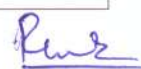


x	It may kindly be noted that only one member of the family would be eligible for registration for Haj-2017. Hence only one member of family should apply for registration. Family will include wife and dependent children. In case more than one member of a family satisfy the eligibility conditions and 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 is the oldest in the business for registration for Haj-2017. 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 blacklisted 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/Mumbai.
xiii	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 five years, but with the exception of the terms and conditions contained under clauses (vii), (x), (xi) and (xii) of Annexure-A. In addition, these PTOs are also required to submit a copy of the contract entered into between the respective PTO and the company licensed by the Government of Kingdom of Saudi Arabia (Umrah Operators), as a proof of hiring accommodation in Saudi Arabia and the proof of payment for air ticket and accommodation for Umrah pilgrims made through banking or any other authorized channels in a year for any 5 years.

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ANNEXURE – C**Hajj 2017 - 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 Haj – 2016 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 Hajj-2017.	
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 Ministry of External Affairs?	Yes/No
	(ii) If Yes, then enclose copy of certificates and copies of "Tasreeh" in support of their claim, year-wise.	
8.	(i) Whether member of any Association of Haj PTO? If so, provide details.	Yes/No
	(ii) Also indicate whether application is submitted through an Association	
9.	Whether details of registration for Service Tax provided.	Yes/No
10.	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 2014-15 (Haj 2014) or 2015-16 (Haj 2015). (New applicants are required to submit the number of Umrah pilgrims facilitated during last five 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).	
11.	Details of Fixed Deposit Receipt (FDR) for INR 25 Lakhs - original to be enclosed. In case application is through one of the Associations, indicate the details of fixed deposit receipts submitted to the Association.	
12.	Details of bank draft for INR 5000/- in favour of Hajj Committee of India, payable at Mumbai as non-refundable processing fee.	
13.	Maktab number and the name of the service provider in Saudi Arabia (in case of previously registered PTOs).	
14.	Likely date of arrival of pilgrims in Kingdom of Saudi Arabia.	
15.	Likely date of departure of pilgrims from Kingdom of Saudi Arabia.	
16.	Type of Transport agreement/arrangements to be made for Pilgrims (Coupon rate and route).	
17.	Arrangements for providing Orientation/Training programmes.	
18.	Name, address and telephone numbers of local correspondent Company in the Kingdom of Saudi Arabia.	
19.	(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.	
20.	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.	
21.	The above information should be tabulated in the enclosed format at Annexure D.	

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

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**APPLICATION FORM FOR CATEGORY-(I & II)
REGISTRATION OF PRIVATE TOUR OPERATOR
PTO (HAJ 1436 (H)-2015)
File 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-2017.		

(B) DETAILS AS PER ANNEXURES:

Sr.	Particulars	Remarks of the PTO	FOR OFFICE USE ONLY (Not to be filled by the Private Tour Operator)		
			Whether submitted (Yes/ No)	Any discrepancy noticed in the documents (Yes/No)	Remarks
(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.				

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(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-2017. Whether a copy of Model Agreement to be signed with the pilgrims for Haj-2017 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 be provided during Haj-2017: • Medical 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) <table border="1" data-bbox="279 1473 826 2098"> <thead> <tr> <th data-bbox="279 1473 571 1664">Document</th> <th data-bbox="571 1473 715 1664">Carpet Area (in sq. ft.)</th> <th data-bbox="715 1473 826 1664">Page No. of File</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1664 571 1888">Drawing lay out plan approved by the competent authority of the State Government/UT.</td> <td data-bbox="571 1664 715 1888"></td> <td data-bbox="715 1664 826 1888"></td> </tr> <tr> <td data-bbox="279 1888 571 2098">Lay out plan certified by Chartered Engineers/ Architects</td> <td data-bbox="571 1888 715 2098"></td> <td data-bbox="715 1888 826 2098"></td> </tr> </tbody> </table>	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						
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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 for either the Financial Year 2014-15 or 2015-16 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 2014-15 or 2015-16.

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

Financial Year	Amount of Turnover* (Rs. in lakhs)	Page No. of File
2014-15 Or		
2015-16		

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	2014-2015 or		
	2015 - 2016		
Statutory Audit Report (in case of PTO registered as a Company)	2014-2015 or		
	2015 - 2016		

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Tax Audit Report (including Form 3CD of Income Tax)^	2014- 2015 or		
	2015 - 2016		
Income Tax Return (with acknowledgment) #	2014- 2015 or		
	2015 - 2016		

Note:

* Amount of Turnover 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 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 of Rs. 15 lakhs as on March 31, 2015 or March 31, 2016, 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
31.03.2015		
31.03.2016		

Note:

* Amount of Capital should be considered as shown in the 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

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in Makkah/ Madinah for Haj-2014 or Haj 2015.

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 2016 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 2016 for the first time may submit the document relating to Haj 2017 or any year in which they have conducted Haj tour.

Particulars	Vendor Name	No. of tickets/ amount of foreign currency	Amount of purchase/ payment (in Rs.)	Page No. of File
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Tickets

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.				

Accommodation

Proof of purchase of foreign currency i.e.				
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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 travel/return and amount of ticket.
5. Tickets and/or foreign currency purchased prior to date of allotment of quota will not be considered.
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.
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.
8. If payment against purchase of Tickets and/or foreign currency made in installments then it

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	need to be shown separately by inserting separate rows and should be highlighted on the bank statement pages mentioned therein. 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. 10. Any part of payment made in cash towards purchase of tickets or foreign currency is to be disclosed in separate row.												
(viii)	Copy of PAN Card in the name of the PTO. (PAN Card in the name of Proprietor will be accepted provided the PTO is a Proprietor concern). (Page no. of file:)												
(ix)	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. 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. (Date of affidavit:) (Page no. of file:) Note: 1. PTO whose court case is given stay by the court is also not to be considered.												
(x)	Copies of Registration Certificate issued by MEA to PTO in support of its claim of the category submitted for the year Haj-2014 or Haj-2015. <table border="1"> <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								
Registration Certificate No.	No. of pilgrims	PTO Category	Page No. of File										
(xi)	Contract for hiring of buildings for pilgrims and "Tasreeh" together with English translation for the year Haj-2014 or Haj 2015 including copies of rental receipts duly signed with the Saudi Owners												

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to be submitted for Makkah and Madinah both.

Place	Date of Contract/ Tasreeh	Name of Building owner	No. of pilgrims / Amount (in SR)	Name of Mossasar	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					

Note:

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.
- (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.

- (xii) Copy of Munazzim Card and relevant Hajj visa pages of the Passport of the Proprietor /Owner /Partner /Director for the year Haj 2014 or Haj 2015.

Also Mention the followings details.

Particulars	Description	Page no. of the file
Name mentioned on Passport		
Passport Number & validity		
Name of PTO		

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	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							

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- (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 2017 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) Maktab Number and the name of service provider in Saudi Arabia during Haj 2016. (in case PTO was not allotted quota in Haj 2016, information for the last Haj when PTO was allotted quota should be provided)

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	<table border="1"> <tr> <td>Maktab Number</td> <td></td> </tr> <tr> <td>Name of service provider</td> <td></td> </tr> </table>	Maktab Number		Name of service provider					
Maktab Number									
Name of service provider									
	(Page no. of file:)								
(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)	a) Whether the PTO has its branches in other places: b) If yes, please provide details w.r.t. no. of branches and places located. c) Have these branches also applied for registration separately? If yes, please provide details.								
(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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