

**MINISTRY OF EXTERNAL AFFAIRS  
(HAJ Division)**

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**Registration of Private Tour Operators for Haj 2015**

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. The PTOs who have been qualified for registration for Haj-2015, is enclosed at Annex- A.
3. In addition, the Hon'ble Supreme Court, vide its judgment dated 7<sup>th</sup> August, 2014 in the writ petitions filed by 22 PTOs, has directed the Ministry that Clause (vii) of Annexure A of the PTOs Policy should be read with Clause (iv). The Hon'ble Court directed the Ministry to do self-correction in this regard. Therefore, the documents of the non-qualified PTOs for minimum annual turnover of Rs.1 Crore or above and purchase of air tickets and hiring of accommodation for Haj pilgrims through banking or other authorised channels for the year 2010-11 (Haj 2010) or 2011-12 (Haj 2011) needed to be re-verified, in addition to other documents as indicated in Annexure A and B of the PTOs Policy.
4. In order to comply the directions of the Hon'ble Supreme Court, the documents of those PTOs who were given opportunity for personal hearing but were not considered qualified during 2013, have been re-verified with the assistance of the Chartered Accountant Firm, M/S S.P. Chopra & Co, hired through bidding process. The documents like Annual Turnover of Rs. 1 crore or more, Minimum Capital of Rs. 15 Lakh and documents regarding transaction through proper banking channel for purchase of air tickets for the Haj pilgrims and hiring of accommodation for them in Makkah/Madinah pertaining to the year 2010-11(Haj-2010) or 2011-12 (Haj 2011) of the PTOs were verified. As a result, 73 more PTOs (20 under Category-I and 53 under Category-II) have been qualified for registration for Haj 2015. A list of the PTOs qualified for registration after re-verification of the documents is enclosed at Annexure B. Thus, a total of 615 PTOs (253 under Category-I and 362 under Category-II) have been qualified for registration for Haj 2015.
5. This is not the final list of PTOs who have been qualified for registration for Haj-2015, as a few PTOs have filed writ petitions in the Hon'ble Supreme Court and decision on this is awaited. In case the documents of these PTOs are found to be in order in terms of the decision of the Hon'ble Supreme Court dated 07.8.2014, some of the PTOs may be included in the list of the qualified PTOs for registration and allocation of quota for Haj -2015.
6. The new PTOs who wish to be registered with Ministry of External Affairs under Category-II on the basis of minimum 50 pilgrims taken by them on Umrah during any 5 years, can also apply and send following documents for verification:
  1. Copy of documents for showing Annual Turnover of Rs. 1 crore or more for any 5 years on Umrah.
  2. List of 50 Umrah Pilgrims taken by the PTOs in each trip in a year for any 5 years.

3. Proof of payment for Air tickets and accommodation for Umrah pilgrims through banking or other authorised channels for any 5 years.

7. All the PTOs as per the enclosed list, are required to furnish the documents as detailed in Annexure A, B & C. for the year 2012-13 or 2013-14 in terms of Hon'ble Supreme Court judgement dated 12.5.2015. Form 'D' may also be filled up by the PTOs which will facilitate the CA Firm to verify the documents. The Eligibility Criteria are included at Annexure A and B. **No request for change of address of the PTOs will be entertained after issue of this press release.**

8. A total quota of 36,000 seats have been allotted to Private Tour Operators for Hajj-2015. 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 Hajj 2015 PTO seats (25,200) will be allocated equally to eligible PTOs under Category-I.
- (b) 30% of Hajj 2015 PTO seats (10,800) will be allocated to eligible PTOs under Category-II at the rate of 50 seats per qualified PTO.

9. This policy will remain valid from 2015 to 2017 for registration purpose for the new private tour operators who wish to be registered with the Ministry on the basis of Umrah pilgrims taken by them as per details mentioned in Para 6 above. The policy will not be changed unless there are substantive developments which affect it. The policy envisages cross category upward movement of PTOs from Category-II to Category-I. A qualified PTO shall remain qualified for registration purpose till Hajj-2017 unless it is otherwise disqualified either by Government of India or by Government of Saudi Arabia for valid reasons. The allocation of seats to the PTOs qualified for registration in each category, will be done every year on the basis of the overall quota of seats for PTOs specified in the Annual India-Saudi Arabia Bilateral Hajj Agreement and the number of qualified PTOs in each category.

10. The required documents/ information as detailed in Annexure A , B & C must be sent by all the PTOs registered for Hajj-2015 and the new PTOs who wish to be registered with the Ministry. The document may be sent to **Attaché (Haj), Ministry of External Affairs at Liaison Office of the Haj Committee of India, 5028, Bachchon Ka Ghar, 1<sup>st</sup> Floor, Darya Ganj, New Delhi-110002 (Tell No. 011-23240545- 23240547) so as to reach at the given address latest by 1730 Hrs, Monday, 8th June, 2015.**

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**May 21, 2015**

**ANNEXURE-A****Terms and Conditions for Registration of  
Private Tour Operators (PTOs) for Haj-2015**

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:

<b>Sl. No.</b>	<b>Terms and Conditions</b>
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 during the financial year 2012-13 or 2013-14 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 2012-13 or 2013-14
v	Minimum office area of 250 Sq.ft. (Carpet area). (Supporting documents – drawing/lay out plan approved by the competent authority of the State Government/Union Territory). Lay out plan certified by Chartered Engineers/Architects will also be accepted.
vi	Minimum capital of Rs. 15 lakh as on <b>March 31, 2014</b> , duly supported by the latest Balance Sheet- audited by the Statutory Auditors and Audit Report.
vii	Proof of payment made through banking or other authorized channels towards purchase of tickets and hiring of accommodation in Makkah/Madinah for the financial year 2012-13 (Haj 2012) or 2013-14 (Haj 2013). 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 (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.
x	Copies of Registration Certificate issued to the PTO in support of their claim-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 Hajj.
Xiii	Copy of Munazzim Card and relevant Hajj visa pages of the Passport of the

	Proprietor/Owner.
xiii	A security deposit of Rs. 25 lacs (Rs. Twenty five lacs only) in the form of Fixed Deposits with a Nationalised Bank <b>valid till January 31, 2016</b> in favour of HCOI, Mumbai.
xiv	A Demand Draft of INR 5000/- ( Rs. Five Thousand only) in favour of Haj Committee of India, payable at Mumbai - to be submitted along with the application as non refundable fee.

## Annexure –B

### Other important instructions/Guidelines for Haj-2015

i	Application must be in the prescribed Proforma (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 also upload it on the website of CGI – <a href="http://www.jeddah.com">www.jeddah.com</a> 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 <a href="http://www.hajcommittee.com">www.hajcommittee.com</a> . 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	TPTO should provide good quality identify 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-2015. 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-2015. 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

	<p>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 the proof of payment made through banking or any other authorized 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.</p>
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**ANNEXURE – C****Hajj 2015 - 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 – 2014 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-2015.	
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 Hajj/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" for Hajj 2012 or Haj 2013.	
8.	Whether details of registration for Service Tax provided.	Yes/No
9.	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 for Haj 2012 or Haj 2013.	
10.	Details of Fixed Deposit Receipt (FDR) for INR 25 Lakhs - original to be enclosed.	
11.	Details of bank draft for INR 5000/- in favour of Hajj Committee of India, payable at Mumbai as non-refundable processing fee.	
12.	Maktab number and the name of the service provider in Saudi Arabia (in case of previously registered PTOs).	
13.	Likely date of arrival of pilgrims in Kingdom of Saudi Arabia.	
14.	Likely date of departure of pilgrims from Kingdom of Saudi Arabia.	
15.	Type of Transport agreement/arrangements to be made for Pilgrims (Coupon rate and route).	
16.	Arrangements for providing Orientation/Training programmes.	
17.	Name, address and telephone numbers of local correspondent Company in the Kingdom of Saudi Arabia.	
18.	(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.	
19.	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.	
20.	Enclose a copy of Model Agreement with Hajjis giving the details of services provided and charges payable.	Yes/No
21.	Whether the PTO has an annual turnover of INR One crore for financial year 2012-2013 (Haj 2012) or 2013-14 (Haj 2013).	
22.	Indicate details of PAN card, Munazzim Card and copy of relevant Hajj/Umrah visa pages. Whether PAN/Munazzim Cards are in the name of individual/Company /Firm.	Yes/No
23.	Whether PTO has minimum capital of INR 15 lakhs on <b>March 31, 2014.</b>	
24.	Whether the payments for Hajj 2012 or Haj 2013 were made through banking or other authorised channels towards purchase of tickets and hiring of accommodation in Makkah/Madinah. If yes, please provide the details.	Yes/No
25.	Whether any other member of the family of the PTO has also applied. If yes, please provide the details and reasons for applying with justification.	Yes/No
26.	PTOs qualified by virtue of their Umrah experience may indicate whether the PTO has a valid licence to conduct Umrah pilgrimage from the Saudi Authorities. If yes, please provide a copy thereof.	Yes/No
27.	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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## Annexure D

### 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.		
(v)	Name of Representative who will be present in KSA during Haj-2015.		

**(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.				
(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-2015. Whether a copy of Model Agreement to be signed with the pilgrims for Haj-2015 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-2015:				

	<ul style="list-style-type: none"> <li>• Medical Insurance</li> <li>• Type of Accommodation</li> <li>• Transport facility</li> <li>• Duration of stay in Saudi Arabia.</li> <li>• Amount to be charged from each pilgrimage (Amount - )</li> </ul> <p>(Page no. of file: )</p> <p>(Medical Insurance may be read as</p>																					
(iv)	<p>Minimum office area of 250 sq. ft. (Carpet area).</p> <p>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)</p> <table border="1" data-bbox="277 659 821 968"> <thead> <tr> <th>Document</th> <th>Carpet Area (in sq. ft.)</th> <th>Page No. of File</th> </tr> </thead> <tbody> <tr> <td>Drawing lay out plan approved by the competent authority of the State Government/UT.</td> <td></td> <td></td> </tr> <tr> <td>Lay out plan certified by Chartered Engineers/ Architects</td> <td></td> <td></td> </tr> </tbody> </table> <p>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.</p>	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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(v)	<p>Minimum Annual Turnover of Rs. One Crore in any of the Financial Year 2012-13 or 2013-14 along with the Financial statements (Balance Sheet &amp; Statement of Profit &amp; 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 2012-13 or 2013-14.</p> <p>Mention the Turnover of the PTO as supported by the above documents :</p> <table border="1" data-bbox="274 1488 824 1631"> <thead> <tr> <th>Financial Year</th> <th>Amount of Turnover* (Rs. in lakhs)</th> <th>Page No. of File</th> </tr> </thead> <tbody> <tr> <td>2012-13 Or</td> <td></td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Mention the below mentioned details as supported by the above documents:</u></p> <table border="1" data-bbox="245 1740 855 1879"> <thead> <tr> <th>Financial Statement</th> <th>Financial Year</th> <th>Whether submitted (Yes/No)</th> <th>Page No. of File</th> </tr> </thead> <tbody> <tr> <td>Audited Balance Sheet &amp; Statement of Profit &amp;</td> <td>2012-13 or</td> <td></td> <td></td> </tr> </tbody> </table>	Financial Year	Amount of Turnover* (Rs. in lakhs)	Page No. of File	2012-13 Or			2013-14			Financial Statement	Financial Year	Whether submitted (Yes/No)	Page No. of File	Audited Balance Sheet & Statement of Profit &	2012-13 or						Whether minimum turnover amount to be increased?
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	<table border="1"> <tr> <td>Loss</td> <td>2013-14</td> <td></td> <td></td> </tr> <tr> <td>Statutory Audit Report (in case of PTO registered as a Company)</td> <td>2012-13 or 2013-14</td> <td></td> <td></td> </tr> <tr> <td>Tax Audit Report (including Form 3CD of Income Tax)^</td> <td>2012-13 or 2013-14</td> <td></td> <td></td> </tr> <tr> <td>Income Tax Return (with acknowledgment)#</td> <td>2012-13 or 2013-14</td> <td></td> <td></td> </tr> </table> <p><b>Note:</b> * 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 &amp; 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,</p>	Loss	2013-14			Statutory Audit Report (in case of PTO registered as a Company)	2012-13 or 2013-14			Tax Audit Report (including Form 3CD of Income Tax)^	2012-13 or 2013-14			Income Tax Return (with acknowledgment)#	2012-13 or 2013-14										
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(vi)	<p>Minimum capital of Rs. 15 lakhs as on March 31, 2013 or March 31, 2014, duly supported by the latest Financial Statements audited by the Statutory Auditors.</p> <p>Mention the following from the audited Balance Sheet submitted.</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount of Capital* (in Rs.)</th> <th>Page No. of File</th> </tr> </thead> <tbody> <tr> <td>31.03.2013</td> <td></td> <td></td> </tr> <tr> <td>31.03.2014</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Note:</b> * Amount of Capital should be considered as shown in the Audited Financial Statements of the PTO for the respective year.</p>	Financial Year	Amount of Capital* (in Rs.)	Page No. of File	31.03.2013			31.03.2014						Whether minimum capital amount to be increased?											
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Particulars	Vendor Name	No. of tickets/ amount of foreign currency	Amount of purchase/ payment (in Rs.)	Page No. of File																					
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Proof of payment																									

	<p>against purchase of tickets i.e. Bank Statement/s.</p> <p>Details regarding tickets as required under press release need to be provided facilitating the verification of the complete journey of the pilgrims.</p> <p>(As far a advance purchase of tickets id 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 the allocation of the quota to the PTO.)</p> <p><b>Purchase of Foreign Currency:</b> 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 the PTO has made advance payment for accommodation for the next season immediately afr previous Haj season, the basis of the same may also be explained/docum ented. In such</p>								<p>can be put in if the same was applicable during Haj-2012 or 2013.</p>
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<p>cases, the additional documents in support of advance purchase of foreign currency should also be provided/include in the agreement specially to establish that the same payment is for the forthcoming Haj season.</p>								
<b>Accommodation</b>								
<p>Proof of purchase of foreign currency i.e. Foreign currency invoices in the name of PTO or BTQ.</p>								
<p>Proof of payment against purchase of foreign currency i.e. Bank Statement/s.</p>								
<b>Note:</b>								
<p>1. The payments made by any mode other than banking or other authorized channels not to be accepted.</p>								
<p>2. Copy of Bank statement (reflecting the transaction/s) should be submitted in support of bank transfer advice/s or vendor receipts.</p>								
<p>3. Tickets and foreign currency purchased from more than one vendor need to be shown separately by inserting separate rows under the respective particulars.</p>								
<p>4. Ticket invoices should contain name of pilgrims, ticket number, date of travel/return and amount of ticket.</p>								
<p>5. Tickets and/or foreign currency purchased prior to date of allotment of quota for Haj-2015 will not be considered.</p>								
<p>6. If payment against purchase of Tickets and/or foreign currency made in installments than it need to be shown separately by inserting separate rows and should be highlighted on the bank statement pages mentioned therein.</p>								
<p>7. If PTO himself having IATA registration and tickets were booked from own account, than 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>8. Any part of payment made in cash towards purchase of tickets or</p>								

	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. 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:                    )  <b>Note:</b> 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.  <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Registration Certificate No.</th> <th style="text-align: center;">No. of pilgrims</th> <th style="text-align: center;">PTO Category</th> <th style="text-align: center;">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)	Contract for hiring of buildings for pilgrims and “Tasreeh” together with English translation for the year Haj-2012 or Haj 2013 including copies of rental receipts duly signed with the Saudi Owners to be submitted for Makkah and Madinah both.  <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Place</th> <th style="text-align: center;">Date of Contract/ Tasreeh</th> <th style="text-align: center;">Name of Building owner</th> <th style="text-align: center;">No. of pilgrims/ Amount (in SR)</th> <th style="text-align: center;">Name of Mossassar</th> <th style="text-align: center;">Page no. of the file</th> </tr> </thead> <tbody> <tr> <td colspan="6"><b>Contract/Tasreeh</b></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" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Place</th> <th style="text-align: center;">Date of Rental receipt</th> <th style="text-align: center;">Name of Building owner</th> <th style="text-align: center;">Amount (in SR)</th> <th style="text-align: center;">Mode of payment</th> <th style="text-align: center;">Page no. of the file</th> </tr> </thead> <tbody> <tr> <td colspan="6"><b>Rental receipts</b></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> <b>Note:</b> 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 for Haj-2015 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.	Place	Date of Contract/ Tasreeh	Name of Building owner	No. of pilgrims/ Amount (in SR)	Name of Mossassar	Page no. of the file	<b>Contract/Tasreeh</b>						Makkah						Madinah						Place	Date of Rental receipt	Name of Building owner	Amount (in SR)	Mode of payment	Page no. of the file	<b>Rental receipts</b>						Makkah						Madinah									
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	<p>of the Proprietor /Owner /Partner /Director for the year Haj 2013 or Haj 2014.</p> <p>Also Mention the followings details.</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Description</th> <th>Page no. of the file</th> </tr> </thead> <tbody> <tr> <td>Name mentioned on Passport</td> <td></td> <td></td> </tr> <tr> <td>Passport Number &amp; validity</td> <td></td> <td></td> </tr> <tr> <td>Name of PTO mentioned on Munazzim card</td> <td></td> <td></td> </tr> <tr> <td>Name of responsible person mentioned on Munazzim card</td> <td></td> <td></td> </tr> <tr> <td>Munazzim Card No.</td> <td></td> <td></td> </tr> <tr> <td>Name of PTO mentioned on Haj visa pages</td> <td></td> <td></td> </tr> <tr> <td>Name of responsible person mentioned on Haj visa pages</td> <td></td> <td></td> </tr> <tr> <td>Passport no. mentioned on Haj visa pages</td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Description	Page no. of 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						
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**(Seal and signature of the authorized person of the PTO)**

