

No.2185/HGOs/2012  
Government of Pakistan  
Ministry of Religious Affairs

Islamabad, 9<sup>th</sup> April, 2012

To

The Director (Hajj),  
Directorate(s) of Hajj  
Islamabad, Peshawar, Quetta, Karachi, Multan & Lahore.

Subject:- Procedure for Change of Management

Dear Sir,

I am directed to state that prevailing procedure for obtaining "NOC" for change of management already approved and circulated vide MORA letter No.1(3)/2008-HP.II dated 9<sup>th</sup> April, 2011 shall continue to be followed. However, The incoming Chief Executive/Director and out-going Chief Executive/Director will submit undertaking and consent on stamp paper worth Rs.100/- as per below format:-

**SAMPLE OF UNDERTAKING FOR "NOC" TO RESIGNATION OF ANY ONE FROM COMPANY**

I Mr. \_\_\_\_\_ s/o \_\_\_\_\_ retiring from C.E./Directorship (as the case may be) of M/s (Name of Company) due to (reason) \_\_\_\_\_ do hereby undertake that I shall neither absorb myself in any hajj Company in the capacity of being enjoyed by me in the existing company (HGO) nor I shall apply for enrolment as Hajj Group Organizer (HGO) in any capacity for Hajj 2012 unless provided otherwise in law and even then my experience in the field shall not be preferred as base for enrolment as new HGO or for enhancement of hajj quota of any existing Company. Further, (Mr. \_\_\_\_\_ s/o \_\_\_\_\_ (Remainder/new management of the (existing company) undertake not to absolve itself from any of it's responsibility/liability in general or accruing from any act of out-going C.E./Director, what so ever and to display at the conspicuous place/point of the office of the Company that Mr. \_\_\_\_\_ (out-going) C.E./Director (as the case may be) has resigned from the Company and has severed of all relationship what so ever with M/s \_\_\_\_\_ (Name of Company) \_\_\_\_\_.

THAT whatever is stated above is true and correct to the best of my knowledge and belief and that nothing has been concealed.

Incoming Chief Executive/Director  
CNIC No. \_\_\_\_\_

Outgoing Chief Executive/Director  
CNIC No. \_\_\_\_\_

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**Sample of consent of new / incoming C.E./Director-**

I Mr. \_\_\_\_\_ s/o \_\_\_\_\_ do hereby give my consent to act as C.E./Director of M/s \_\_\_\_\_ (Name of Company). And that I / we shall be responsible for all the outstanding liability, if any, against M/s \_\_\_\_\_ (Name of Company) and that I / we shall not confer any right to claim enrolment, allocation or increase in quota as HGO.

THAT whatever is stated above is true and correct to the best of my knowledge and belief and that nothing has been concealed.

**Incoming Chief Executive/Director**

CNIC No. \_\_\_\_\_

2. All Hajj Directorates are requested to forward cases of HGOs for obtaining NOCs, for Change of Management as per above stated procedures.

  
(Muhammad Nasir Khan) 9/4  
Section Officer(HGOs)

Copy to:

1. Administrator (IT), MORA with the request to place the circular on website of the Ministry.
2. All Regional Chairmen (HOAP), for information please.