



MEMORANDUM OF ASSOCIATION
OF HAJJ ORGANIZERS
ASSOCIATION OF PAKISTAN
(HOAP)



Incorporated as an Association and setup under section 42 of
the Companies Act, 2017 (Act No. XIX OF 2017)
Licensed by the Government of Pakistan as a Trade Organisation
and registered with the Directorate General of Trade Organizations
Ministry of Commerce, Government of Pakistan under the
Trade Organizations Act & Rules 2013 (Act No. II of 2013)

**MEMORANDUM OF ASSOCIATION OF
HAJJ ORGANIZERS ASSOCIATION OF PAKISTAN (HOAP)**

I. NAME:

The name of the trade organization shall be "HAJJ ORGANIZERS ASSOCIATION OF PAKISTAN" (acronym "HOAP"), (hereinafter called "The Association").

II. OFFICES:

- (1) The Registered Office of the Association shall be situated in Islamabad,
- (2) Zonal Offices of the Association in provinces of Sindh and Baluchistan shall be situated in Karachi and Quetta and in the provinces of Punjab, Khyber Pakhtunkhwa and the Federal Area shall be situated in Lahore, Peshawar & Islamabad, respectively.

III. AIMS & OBJECTIVES:

The aims and objects for which the Association has been established are, inter-alia;

- 1) To establish an all Pakistan based Association comprising members from Private Hajj Pilgrimage sector duly registered with Federal Ministry of Religious Affairs & Interfaith Harmony, Govt. of Pakistan as Private Hajj Group Organizers (HGOs) and to represent and deal with the relevant affairs pertaining to commercial relations of Pakistan's Hajj Pilgrimage sector, Umrah, Ziarats, Religious Tourism, Aviation, Hospitality and all other allied services in trade and industry; all fields of operation and activities specified by the Controller of the Department/ Directorate of Tourist Services (DTS), from time to time, under the Travel Agencies Laws and Rules, and the policies, rules and procedures approved and enforced by the Federal Ministry of Religious Affairs & Interfaith Harmony, Govt. of Pakistan, thereof;
- 2) To urge, support or oppose policies or legislative, other measures and to procure change of law or practice or policy affecting private Hajj & Umrah Pilgrimage, Ziarats, Religious Tourism sector; secure adequate representation of the Association in Government, Public or Statutory Bodies and on Trade Delegations related to the Hajj and Umrah Organizing services, Ziarats & Religious Tourism;
- 3) To unite and organize its members for their fraternity, common welfare and development of the private Hajj Group Organizers for Hajj and Umrah, Ziarats and allied businesses on modern professional lines in the country to uplift the Hajj and Umrah services, Ziarats & Religious Tourism sector; and enlist members from all over Pakistan and to promote and encourage collaboration in the Hajj and Umrah, Ziarats and Religious Tourism and allied services trade for the common good of its members;
- 4) To promote nationally and internationally fair business interests of members, enhance and sustain the professional standing of the members with emphasis placed on the development of Hajj, Umrah, Ziarats and Religious Tourism services, safeguard and defend the legal rights and genuine interests of members, locally and globally, wherever the need may arise;
- 5) To enterprise while taking all lawful steps and measures to maintain the Hajj Quotas of Members/ HGOs on merit in strict coherence and consonance with the Government's Laws, Rules, Procedures, Regulations & approved criteria;



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- 6) To give to the Government of Pakistan and its Ministry of Religious Affairs & Interfaith Harmony as well as the Ministry of Hajj of Saudi Arabia proposals, suggestions, input, feedback, recommendations, opinions and rejoinders etc. in respect to policies related to Hajj and all services being rendered/ arranged for Hajj. In respect to bilateral agreements between HGOs and their Saudi Arabian Counterparts, Services Providers Agreements, Hajj flights schedules and proposed fare for Hajj flights, logistics and accommodation and hospitality arrangements and all required services;
- 7) To compile and give viable and meaningful proposals for promotion and betterment of private Haj packages to the Ministry of Religious Affairs, Govt. of Pakistan;
- 8) To maintain effective liaison with the Government of Pakistan, all concerned Ministries in general and Ministry of Religious Affairs in particular, Directorates of Hajj in all provinces of Pakistan as well as Directorates and Offices of Hajj in Saudi Arabia including the Pakistan Embassy and Consulate General in respect to all matters and affairs related to Hajj & Umrah and members.
- 9) To maintain effective liaison with all the Federal and Provincial Authorities, Departments of Tourism, Pakistan's Foreign Missions abroad and Foreign Missions of friendly countries in Pakistan, stakeholders and leading players in the travel and tourism sector, trade organizations, local and foreign entities to achieve the aims and objectives of the Association;
- 10) To promote, develop closer understanding and maintain unity & unanimity among Hajj Group Organizers, Umrah Pilgrimage, Ziarats & Religious Tourism Operators fraternity and create goodwill, harmony and good mutual understanding among Association's members based on mutual respect, honour and ethical practices, in and outside Pakistan, on all subjects involving common and genuine business interest;
- 11) To protect, promote and develop the interests of the members engaged in Hajj and Umrah sector specifically comprising Hajj Group Organizers and Umrah/ Tour Operators and allied & essential service providers, directly or indirectly related to in Pakistan and Saudi Arabia;
- 12) To protect, promote and develop the interests of the members engaged in Ziarats & Religious Tourism sector and allied & essential service providers, directly or indirectly related to in Pakistan and other Countries;
- 13) To raise and advocate before the Government and other regulatory, administrative and official bodies the views of the members on matters affecting the interests of trade, industry and services in general and the Hajj, Umrah, Ziarats & Religious Tourism services and allied services in particular;
- 14) To initiate dialogue with the Government on open issues for meaningful contribution and integration on policy matters. Proactively engage with the Senate, the Parliament, the National and Provincial Assemblies, the Federal Ministries and Provincial Departments, Governmental Authorities, the President of Pakistan and the Prime Minister's Office to uplift the Hajj, Umrah, Ziarats & Religious Tourism sector and communicate point of view of HOAP;
- 15) To evolve and maintain a meaningful policy advocacy and emphasize the Government to accord deserving considerations and attention to the Hajj and Umrah sector in all bilateral agreements between Pakistan and Saudi Arabia;
- 16) To evolve and maintain a meaningful policy advocacy and emphasize the Government to accord deserving considerations and attention to the Ziarats & Religious Tourism sector in all bilateral agreements between Pakistan and friendly countries;
- 17) To maintain a standard of services offered by HGOs while standardizing services through a uniform Code of Conduct/ Ethics, maintain professionalism, fair and ethical business practices and to discourage unethical and unfair business practices;
- 18) To endeavour to adopt a unified approach for the members in matters related to the interests of the HGOs, Hajj and Umrah, Ziarats & Religious Tourism services and allied trade and services in Pakistan; and to ensure provision of level playing field, viable and enabling business environment to members and all the cross-sections of the Hajj and Umrah, Ziarats & Religious Tourism services sector across Pakistan;



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- 19) To resolve internally, controversies and re-conciliate differences of opinion among members of the Association to strengthen fraternal relations among members and to promote uniform healthy business and professional conduct among the whole body of the members;
- 20) To refer to external entities, mediatory bodies and persons disputes, controversies and differences among Members of the Association for their resolution in order to promote and strengthen fraternal relations among Members by discouraging them to take adversarial positions that may harm the overall environment of goodwill and fraternity and destroy the centralization/ oneness and cohesion of the Association;
- 21) To promote professional education, through formation of HOAP's own institute or in collaboration with any professional training institute, exclusively designed courses for HGOs & Umrah Operators, Ziarats Tour Organizers and other professional courses related to Hajj Ministry of Hajj KSA, Mossassa South Asia, Addila, Transport Syndicate, United Agents' Offices, religious tourism, conventional tourism and create awareness amongst the members by holding trainings, seminars, conducting certificate courses, inviting experts to deliver lectures, arrange workshops and other such functions;
- 22) To enterprise making HOAP as "Leading Voice" of the Hajj and Umrah sector of Pakistan for promotion of industry and protect the legitimate businesses and genuine rights of the members/ Hajj Organizers fraternity of Pakistan;
- 23) To make HOAP most influential and progressive Trade Organization of Pakistan introducing, implementing and institutionalizing a system of merit, transparency and accountability ensuring services/ facilitation to all members without any discrimination;
- 24) To protect and promote rights and privileges of Hajj and Umrah services, Ziarats & Religious Tourism sector in and outside Pakistan and to represent their grievances before the government(s) and public bodies for remedial actions;
- 25) To discourage activities focusing on vested interests, self-projection, self-interest and encourage honesty and dedication focusing individual and collective efforts to strengthen and uplift the platform of HOAP;
- 26) To espouse the cause of private enterprise and to enhance its contribution in the socio-economic development of our beloved country Pakistan, promote Hajj, Umrah, Ziarats & Religious pilgrimage services sector of the country, generate revenue for the Government, create more employment opportunities and alleviate poverty;
- 27) To promote, develop, protect, stimulate and encourage Hajj and Umrah pilgrimage, Ziarats & Religious Tourism services entering into strategic alliances with local and foreign counterparts; and to sign Protocols/ Memorandums of Understanding with government authorities, international counterparts, local and foreign trade organizations/ associations for facilitate members;
- 28) To provide a strong and productive forum to members for expression of views, concerns and opinions on the issues of the interest of Hajj and Umrah services sector, Ziarats & Religious Tourism and serve as a constructive forum for raising and advocating to the Government of Pakistan, Provincial Governments, Federal and Provincial authorities and other regulatory and official bodies the issues/ views/problems of its members for resolution;
- 29) To get approved status of "Authorized Facilitator" for the Association in respect to issuance of Hajj and Umrah visas from the Saudi Arabian Embassy in Islamabad and Consulate General in Karachi for all Members and their clientele across Pakistan;
- 30) To accept passports, national identity cards and other such travel documents, as per the policies of respective authorities, from the members of the Association for arranging facilitation, for their clients, in respect to Hajj and Umrah visas, submissions and collections, accordingly;
- 31) To raise with Foreign Missions of friendly countries in Pakistan to facilitate members for their business, participation in foreign exhibitions, conference, seminars and other travelling to friendly countries;

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- 32) To promote more fair business relationships of members with their principals or affiliates, their local and foreign buyers and suppliers of services;
- 33) To promote mutually beneficial trade, commerce, investment, technology transfer, joint ventures, holding international exhibitions, conferences, seminars, training programs, exchange of business delegations & information, organizing delegations to go to Saudi Arabia or elsewhere abroad to explore bilateral business opportunities, exploring new trade and economic cooperation opportunities, identifying areas of mutual interests, advocacy and mediation to narrow down differences, discourage unlawful practices in trade, promote positive aspects and perception of Pakistan in countries worldwide, preaching peace & harmony, rejecting terrorism and extremism as per policy, as and when needed;
- 34) To attract local and foreign investors and members to invest in the Hajj and Umrah, Ziarats & Religious Tourism Sector, under auspices of Association, to start and operate chartered flights for Hajj and Umrah pilgrims, Ziarats & Religious Tours, hire/ arrange hotels and logistics arrangements in Saudi Arabia for services to Hujjaj, or elsewhere, establish any financial institution, focused to promotion of Hajj and Umrah organizing, Ziarats & Religious Tourism services from Pakistan;
- 35) To canvass, publicize, propagate and take all steps in the interest of the Association and for protection of the interests of the members and to consider, recommend and support all actions directed towards improvement in the conditions of the Hajj and Umrah services sector;
- 36) To make representation to, and seek recognition from, Federal Government, Provincial Governments, federal and provincial authorities, local and foreign entities/organizations, associations, related to industry, executives or legislators, on any matter affecting the trade/industry;
- 37) To constitute Arbitration/Mediation Committee to which members shall refer cases/matters for settlement of disputes arising out of their commercial transactions. The Executive Committee shall make bye-laws governing the working of arbitration tribunal committee; and to adjust controversies and conciliate differences of opinion among members of the Association;
- 38) To enter into any arrangement with Government of Pakistan, or Government of any friendly country, and/or any public authority, local government, or otherwise which may seem conducive to the Association's objects or any of them; and to obtain from Government(s), or such authority or body any rights, privileges or concessions which the Association may think desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 39) To obtain any order, provisional or otherwise, or any legislative enactment, for enabling the Association to carry out any of the objects hereof, or for affecting any modification of the Association's Constitution, or for any other purpose, which may seem expedient and to oppose any proceedings or applications which may seem expedient and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the Association's objects;
- 40) To file, prosecute or defend, arbitrate, withdraw or concur, or join or aid in filing, prosecuting or defending any such action, suits, applications, appeals or other proceedings as the Association may think proper or which may be conducive to the attainment of the objects of Association and conduct of affairs thereof; with the approval of the Executive Committee;
- 41) To communicate with Federal and Provincial Governments in Pakistan and also in Saudi Arabia Hajj Ministry of Hajj KSA, Mossassa South Asia, Addila, Transport Syndicate, United Agents' Offices in KSA, Chambers of Commerce and Industry in KSA, UFTAA, IATA, FPCCI, trade organizations, or other commercial and public bodies in Pakistan and abroad and to consult and promote measures for the protection and achievement of the Association's interests and objectives;
- 42) To globalize the role of HOAP in friendly countries worldwide with effective policy advocacy.
- 43) To establish International Offices of HOAP in the Saudi Arabia, with patronage of the Government of Pakistan, at Holy Cities of Makkah and Medinah, Jeddah and Riyadh and all airports in KSA for coordination purposes with the Saudi Arabian Ministry of Hajj and to facilitate the HGOs and Hujjaj from Pakistan during Hajj and maintain coordination with Hajj Mission of Pakistan, accordingly.



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- 44) To get and maintain affiliation with the Federation of Pakistan Chambers of Commerce & Industry (FPCCI) and achieve adequate representation for its Office Bearers, Executive Committee, Committees, Business Councils, etc.;
- 45) To seek affiliation of HOAP with the Islamic Chambers of Commerce, Industry & Agriculture (ICCIA) which is an affiliated organ of the Organization of Islamic Cooperation (OIC) and achieve representation therein;
- 46) To seek HOAP's membership and affiliation with the United Nations' World Tourism Organization (UNWTO) and achieve representation thereof.
- 47) To achieve representation in the United Federation of Travel Agents' Associations (UFTAA) and achieve representation thereof;
- 48) To lobby and enterprise to motivate the Hajj Organizer Associations in Islamic Countries to establish a Global Federation of Hajj Organizers Associations.
- 49) To represent HOAP in the leading expos and exhibitions in Pakistan and abroad.
- 50) To procure from and communicate to any organization of trade and industry in Pakistan or abroad such information as may be conducive to the attainment of the aims and objects of the Association;
- 51) To discuss and deal with all questions that seem to be connected with or have a bearing as such on trade, commerce and industry; and to discuss, promote or oppose legislative and other measures that seem to be connected with or to have a bearing on trade, commerce and industry and to consider to originate and support improvements in the commercial and other laws;
- 52) To sign, seal, execute and deliver all instruments, deeds, documents and writings whatsoever that may be found to be necessary or expedient in realization of the objects of the Association or conduct of its affairs; all such instruments, deeds, documents and writings will invariably be in the name of the Association;
- 53) To take effective steps for the eradication of unethical business practices from the trade Hajj and Umrah sector, and take appropriate disciplinary measures and actions shall be taken against those indulging in such unethical business practices;
- 54) To set-up Association's owned and operated institute for professional development of members and their personnel, to collaborate with authorized institutes, establish research department in the institute to make and compile studies, collect useful information and statistics and apply the same to the members of the Association or to the Government or to the others concerned, and to set-up different departments in the institute for professional development, research and courses, as per the needs and requirements of the Hajj and Umrah, Ziarats & Religious Tourism sector's human capital;
- 55) To frame, from time to time, such rules, charters and bye-laws as the Association may deem fit or proper for all or any of its objects duly approved by the Executive Committee;
- 56) To assist the members in all possible ways ordinarily, and particularly when their business, interest of trade is affected, prejudiced or jeopardized.
- 57) To adopt a common insignia, logo, slogan, mission and vision statement of the Association to be used by the members;
- 58) To take such actions as are considered necessary to enhance the image or to promote the efficiency of the Association; and to take all appropriate and legal actions against any unscrupulous elements who act against/ parallel to the interest of Association and its members challenging their legal obligations, rights, writ and legal jurisdiction, involving in unlawful/ parallel activities and stop such dishonest element using all the resources available and approaching all the concerned and legal forums in the country and elsewhere abroad;



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- 56) To exercise all powers and authority conferred to Association as per law to maintain the writ, legal jurisdiction, legitimate authority, protect legit interests, genuine rights of the Association and its members at the Association's level and contact all concerned governmental authorities and all other quarters, accordingly;
- 58) To govern the affairs of the Association to achieve its legit aims and objectives strictly in accordance with the Trade Organizations Act & Rules 2013 and the Companies Act 2017 (previously Companies Ordinance 1984) and other relevant laws ensuring strict compliance thereof, completing all the reporting requirements as per law; conduct elections of the Associations strictly in accordance with the Trade Organizations Act and Rules 2013; in case of Hajj Pilgrimage dates as per lunar calendar coinciding with the conduct of Elections dates as per solar calendar as prescribed in the Trade Organizations Act & Rules 2013, solicit necessary condonation & exemption from the Regulator (TO), DGTO, in accordance with the Section 9 of the Trade Organizations Act 2013 to conduct elections of Association prior to or after the dates of Hajj Pilgrimage; and conduct and govern all the affairs of HOAP in strict compliance of the laws and rules approved, passed and enforced by the Government of Pakistan.

IV. THE ASSOCIATION, IN ORDER TO ACHIEVE ITS OBJECTIVES, SHALL EXERCISE THE FOLLOWING POWERS:

- 1) To form Zonal Committees of the Association, Sub-Committees, Advisory Committees and appoint Conveners and members with the consent and ratification of the Executive Committee or respective Zonal Committees, as the case may be, and define their scope of work and parameters of their working by enacting relevant bylaws duly approved by the Association and implementation thereof is ensured;
- 2) To compile charters, codes of conduct/ethics, profiles, policies, rules, procedures, SOPs, bylaws, regarding governing affairs of the Association, formation of the Zonal Committees, Sub-committees, Advisory Committees and their functioning, ratify from the Executive Committee or Zonal Committees to implement thereon, to professionally streamline and conduct affairs of Association in a cohesive, transparent and centralized manner under the authority of the Executive Committee;
- 3) To establish, maintain, control, manage, and regulate if and when it is deemed fit and proper, separate departments each devoted solely to a particular purpose to facilitate members and to establish just and equitable principles in the various dealings in Hajj and Umrah services, Ziarats & Religious Tours to fix or adopt standards for classification or analysis of services dealt with and to frame, from time to time, such rules and by-laws as deemed fit and proper for all or any of the aforesaid matters;
- 4) To undertake special inquiries and actions for securing redressal of legitimate grievances of the members of the Association;
- 5) To compile Employment/ Services Rules for the Employees of the Association and prepare Human Resource Policy covering the recruitment, termination, payroll, Employees' Fund and all employees' affairs and implementation thereon after ratification from the Executive Committee or Zonal Committees as the case may be;
- 6) To appeal, solicit or accept any contributions, specially Hajj Compensation Fund (HCF), secure and accept any lawful and ethical bequest, grants, subsidies, device, gift or donation, endorsements and properties whatsoever (whether of money or property of any description) and to apply the same or proceeds of sale or realization thereof for the purposes of the Association or to invest the same or such proceeds and apply the income arising there from for any of the purposes of the Association;
- 7) To acquire by gift, donation, purchase, take on lease or otherwise, lands and all other property, moveable and immovable, which the Association for the purposes thereof may from time to time think proper to obtain;
- 8) To open bank accounts, in the name of the Association, registered and licensed by the Directorate General of Trade Organizations (DGTO), Government of Pakistan, and accept, draw, endorse and execute cheques, bills of exchange, promissory notes and other negotiable instruments with approval and endorsement of the Executive Committee and respective Zonal Committees in Zones; all the bank accounts of the Association shall be operated with mandatory signatures of the incumbent Chairman and/or Secretary General in addition to those which the Executive Committee may authorize for the Head Office and the Zonal Offices;



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- 9) To acquire, alter, improve, charge, take on lease, exchange, hire, sell, let or otherwise dispose of any moveable or immovable property and any rights and privileges whatsoever for any of the objects or purposes specified herein above;
- 10) To borrow or raise money, with or without security, required for the purposes of the Association upon such terms and in such manner as may be determined by the Association for the promotion of its objects;
- 11) To mortgage the assets of the Association and/or render guarantee for the performance of any contract made, discharge of any obligation incurred or repayment of any moneys borrowed by the Association;
- 12) To purchase, sell, exchange, take on lease, hire or otherwise acquire lands, construct, maintain or alter any building and any other moveable or immovable properties or any right or privileges necessary or convenient for the use and purposes of the Association.
- 13) To pay out from the funds of the Association the costs, charges and expenses incidental to the formation and registration of the Association and its meetings;
- 14) To pay all costs, charges and expenses, preliminary and incidental to the promotion, formation, establishment or registration of the Association and the conduct of the affairs thereof, including the safeguard measures for the Association's moveable and immovable properties;
- 15) To create, establish, administer and manage funds including Hajj Compensation Fund (H-CF), endowment fund, Waqf Fund or Members Contribution Fund conducive for the promotion of the objects of the Association; such accumulated funds may also be used for the welfare of the Association's employees;
- 16) To invest the monies and otherwise deal with money of the Association in such manner as may, from time to time, be determined and approved by the Executive Committee and the Zonal Committees;
- 17) To invest the surplus monies of the Association not immediately required in such a manner as may from time to time be determined and approved by the Association's Executive Committee or Zonal Committee under the signatures of the incumbent Central Chairman for Head Office or Zonal Vice Chairman for respective Zone(s), as the case may be;
- 18) To nominate delegates and advisors to represent the Association assigning them the relevant tasks and duties to perform to achieve the aims and objectives of the Association, for representation at conferences and meetings, government bodies/ministries/authorities, airlines, IATA, UFTAA, FPCCI, local and foreign entities/forums and other gatherings locally and globally;
- 19) To play Association's role in exchange of businesses through enhanced networking and interaction while taking Business Delegations of HOAP to countries worldwide and officially sign "Agreements of Cooperation" and/or "Memorandum of Understanding". Participate in business-oriented events to enhance Business-to-Business, People-to-People and Association-to-Association contacts;
- 20) To compile proposals and suggestions to submit for Governmental legislative measures/ legislations, Federal, Provincial and Local Governments, Hajj and Umrah policies, Federal & Provincial Budget proposals, Trade Policies of Pakistan, Aviation Policy, and all other national and international policies, policies of IATA, Airlines, Pakistan's bilateral trade, commerce and services agreements with friendly countries, and all other relevant subjects related to trade and industry; and to urge, support or oppose legislative and other measures and procure change in law, rules and regulations or practice adversely affecting the common interest of the trade and industry;
- 21) To organize Seminars, Conferences, and Brainstorming sessions, Workshops, Training Sessions inviting experts from the Hajj, Umrah, Ziarats & Religious Tourism sector to transform and disseminate international exposures, share best management practices etc. to keep members abreast on latest business developments in the national and international arena;
- 22) To conduct, hold and arrange symposia, seminars, conferences, lectures, workshops and dialogue to print, publish and prepare journals, magazines, books, circulars, reports, catalogues and other works relating to any of the objects of or to the work done by the Association, subject to the permission, if required, of the relevant authorities;

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- 23) To plan and organize HOAP's flagship National Hajj, Umrah, Ziarats & Religious Tourism Exhibitions and Conferences, independently or in collaboration with the Government of Pakistan in the Country, Saudi Arabia and elsewhere abroad;
- 24) To plan and organize HOAP Achievement Awards to recognize services of members/HGOs;
- 25) To maintain productive and meaningful interaction with Print, Electronic Media and social Media to raise the voice through Facebook, Youtube, Whatsapp, twitter etc. of the Hajj, Umrah, Ziarats & Religious Tourism sector to concerned quarters and create awareness in the masses;
- 26) To encourage Research and Development in the Hajj, Umrah, Ziarats & Religious Tourism sector, introduce virtual library and research cell and availability of information to members for their knowledge;
- 27) To survey all matters, in any way, affecting the Hajj, Umrah, Ziarats & Religious Tourism sector and of all developments thereof and to decide upon, initiate and support proper methods to deal with any contingency affecting the said trade and services of members;
- 28) To publish magazines, periodicals, literature, reports, trade bulletins, newspapers, research papers, hand-outs, flyers, pamphlets, directories, publications, websites, mobile apps, projecting the image of Pakistan and promoting its Hajj, Umrah, Ziarats & Religious Tourism sector and disseminate information to members;
- 29) To attest the member Hajj Group Organizer Companies' documents like certificates of Recognition Letters, Hajj Forms, Companies profile through HGOMIS, Service Provider Agreement (SPA), IATA, DTS, HOAP, business agreements/Umrah agreements, other relevant documents, as per the policies of HOAP, framed from time to time, by Executive Committee or Zonal Committees;
- 30) To issue Hajj, Umrah, Ziarats & Religious Tourism services related certificates to members, issuance of visa recommendation letters, letters of recommendations for issuance of airport entry pass to the authorized representatives/Board of Directors/Partners on specific request by the members, as per HOAP policies, approved and decided by the Executive Committee or the Zonal Committees;
- 31) To render various services to its members complimentary or a service fee shall be charged and the rate of which shall be determined by the Executive Committee or Zonal Committees;
- 32) To collect subscription and other charges from members and to borrow or raise any money required for the purposes of the Association and establish a fund as may be determined and generally to obtain money for the objects of the Association in any lawful manner and to invest, apply or deal with the same in such manner as may be considered the most desirable for giving effect to such objects;
- 33) To sell, provide, manage, develop, exchange, lease or let under lease, sublet, mortgage, dispose-off, turn to account or otherwise deal with all or any part of the property and valuable assets of the Association, only with the approval of the Executive Committee or Zonal Committees, as the case may be;
- 34) To purchase any property, land or premises on exact name and clear title of Association and construct upon premises acquired for the purposes of the Association any building or buildings for the purposes of the Association and to alter, add to or remove any building upon such premises, with the approval of the Executive Committee or Zonal Committees, as the case may be;
- 35) To subscribe to any local or other charity and to grant any donations for any public purposes, invite donations and contributions from members thereof, with the approval of the Executive Committee or Zonal Committees;
- 36) To remunerate any person or company or advisors or consultants for services rendered or to be rendered in or about the conduct or management of the affairs of the Association;
To facilitate Hujja under "Road to Makkah Project KSA" by establishing helpdesks at all Airports in Pakistan and take all necessary measures for facilitation to both HGOs and Hujja.
- 38) To do all such and other things as are incidental or conducive to the attainment of the above aims and objectives of the Association.



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V. THE ASSOCIATION SHALL ACHIEVE ITS ABOVE SAID OBJECTIVES SUBJECT TO CONDITIONS MENTIONED HEREUNDER:

- (1) The Association is formed as a public Association limited by guarantee and not having a share capital
- (2) Payment of remuneration for services or otherwise to its members, or their family members whether holding an office in the Association or not, shall be prohibited
- (3) No change in the Memorandum and Articles of Association shall be made except with the prior approval of the Securities and Exchange Commission of Pakistan (SECP) and the Directorate General of Trade Organizations (DGTO), Ministry of Commerce, Government of Pakistan. Any changes or amendments proposed by Executive Committee or Zonal Committees shall be made with the approval of General Body followed by ratification and approval by the SECP & DGTO, accordingly
- (4) Patronage of any government or authority, express or implied, shall not be claimed unless such government or authority has signified its consent thereto in writing
- (5) The Association shall not itself set up or otherwise engage in industrial and commercial activities or in any manner function as a trade organization.
- (6) The Association shall not exploit or offend the religious susceptibilities of the people.
- (7) The subscribers to the Memorandum and Articles of Association of HOAP shall continue to be the members of the Association unless allowed by the Securities and Exchange Commission of Pakistan on application to quit as members and will be held responsible and accountable.
- (8) The Association shall comply with such conditions as may be imposed by the Securities and Exchange Commission of Pakistan and Directorate General of Trade Organizations, Ministry of Commerce, Government of Pakistan, from time to time.
- (9) The income and any profits of the Association, shall be applied solely towards the promotion of objects of the Association and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Association or their family members.
- (10) The Association shall close its accounts on 30th of June each year.
- (11) The Association shall make no investment, whatsoever, in its associated member companies. All the Bank Accounts of the Association shall be declared and properly reported and reflected in the Audit Reports, as per the law.
- (12) The Association shall not undertake any trading activities and shall conform to relevant statutory regulations and laws.
- (13) The Association shall not, directly or indirectly, participate in any political campaign for elective public office or other political activities akin to those of a political party or contribute any funds or resources to any political party or any individual or body for any political purpose.
- (14) The Association shall not appeal, solicit, receive or accept funds, grants, contributions, donations or gifts, in cash or in kind, from foreign sources except with the prior permission, clearance or approval from the relevant public authorities, as may be required under any relevant statutory regulations and laws. No funds shall be received otherwise than proper banking channels i.e. through crossed cheque, pay-order, bank draft or any other authorized legal channel by the Government.
- (15) Notwithstanding anything stated in any object clause, the Association shall obtain such other licenses, permissions, or approvals of the relevant public authorities as may be required under any relevant statutory regulations and laws for the time being in force, to carry out its specific objects.
- (16) To prepare and submit three-year Plans of Activities of the Association for onward submission to the Regulator of Trade Organizations with a view to promote the aims and objectives of the Association;
- (17) The Association shall not appoint any person as Director/ Executive Committee Member or Chief Executive/ Chairman or Office Bearers unless he/she meets the fit and proper criteria as specified by the Securities and Exchange Commission of Pakistan from time to time.



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- (18) The Association in all its letterheads, documents, sign boards, and other modes of communication, shall with its name, state the phrase — A company set up under section 42 of the Companies Act, 2017.
- (19) And it is hereby declared that the objects set forth in any sub clauses of this clause shall not except, where the context expressly so requires be in any way limited or restricted by reference to or inference from terms of any other sub-clauses or by the name of the Association.

VI. TERRITORIAL JURISDICTION: The territories to which the objects of the Association shall extend are declared to include whole of Pakistan, including Northern Areas, Azad Jammu & Kashmir.

VII. INCOME, APPLICATION OF INCOME, ASSETS & PROPERTY:

The income or property of the Association when-so-ever derived shall be applied solely towards promotion of the objects of the Association as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, or bonus, or otherwise, howsoever, by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person or persons claiming through any of them.

Provided that nothing herein contained shall prevent the payment in good faith of remuneration to an officer, or employee of the Association, or to any member thereof, or other person, or advisor or consultant in return of any service actually rendered to the Association or the payment of interest on money borrowed from any member or any members of the Association.

Provided further that the property or properties and valuable assets purchased from the income of the Association, whether the said income has been generated through savings or deposits in the banks through subscription, contribution fund, Hajj Compensation Fund and/or income or revenue generated against various services to the members or non-members, and/or through additional revenue measures like: organizing Exhibitions, Conferences, Awards, Magazines, Publications etc., shall be used and utilized for sole purposes of the Association; and property or properties and assets purchased through this income shall be purchased on the name and title of "Hajj Organizers Association of Pakistan", and the title should be unambiguous, clear and same/ identical to the title endorsed and approved by the Directorate General of Trade Organizations (DGTO) while awarding licence to the Association in accordance with the Law.

VIII. FUNDS, ASSETS, LIABILITIES AND BUSINESS YEAR

(1) The Association's revenues consist of:

- a) Membership fees;
- b) Income from magazines, website, periodicals, exhibitions, business delegations, conferences, conventions and meetings;
- c) Remunerations for special services/facilitations provided to members and non-members;
- d) Fees/charges for services from members and non-members;
- e) Other contributions, including Hajj Compensation Funds and revenues from members and donor organizations;

(2) The assets of the Association belong to the Association as such and are managed and operated by the Executive Committee or Zonal Committees, as the case may be. No Member or his/her family member has any claim to be a part thereof. The title of Association's property and assets must be clear and unambiguous and must be in the name of the Association - "Hajj Organizers Association of Pakistan (HOAP)".

(3) In case of dissolution of the Association, the assets existing after the payment of the obligations and not being subject to attribution to a specific purpose will go to a charity or a trust or some other similar Association, as per Law.

(4) The Association is liable for its debts only with its own assets. Any personal liability of a particular member is excluded.

IX. LIABILITY: The liability of the members is limited but if any member in contravention of Clause VII & VIII hereof has acquired any profit or bonus, his/her liability shall be unlimited.



HAJJ ORGANIZERS ASSOCIATION OF PAKISTAN (HOAP)

X. BOOKS OF ACCOUNTS:

True accounts shall be kept of all the sums of money received and expended by the Association and the manner in respect of which such receipt and expenditure takes place and of the property, credits and liabilities of the Association and subject to any reasonable restrictions as the time and manner of inspecting the same that may be imposed in accordance with the regulations for the time being of the Association, shall be open to the inspection of the members. Once at least in every year, the accounts of the Association shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified auditor or auditors.

In addition to the Head Office and Zonal Offices will maintain books of accounts, registers of the Association's offices equipment, furniture, electric/electronic appliances, all the valuable belongings of HOAP, upkeep ledgers, and accountable inventory books with dates of purchase. Consumable items may only be shown on daily cash books/ ledgers.

XI. SUBSCRIPTION

Annual Subscription shall be payable in advance every year. The subscription amount, every year, will be determined/ revised as deemed appropriate by the Executive Committee

Every member of the Association undertakes that he/she shall contribute to the assets of the Association in the event of its being wound up while he/she is a member or within one year afterwards, for payment of the debts or liabilities of the Association contracted before he/she ceases to be a member and the costs, charges and expenses of winding up and for adjustment of the rights of the contributories among themselves such amount as may be required, but not exceeding Rs. 100,000/- (Rupees One Hundred Thousand Only).

XII. DISSOLUTION: In the case of winding up or dissolution of the Association, any surplus assets or property, after the satisfaction of all debts and liabilities, shall not be paid or disbursed among the members but shall be given or transferred to some other Association established under section 42 of the Companies Act, 2017 and Trade Organizations Act & Rules 2013, having similar or identical objects to those of the Association to be decided by the members of the Association in their general meeting by a special resolution and with the approval of Commissioner of Income Tax under section 61 read with section 2(36) of the Income Tax Ordinance, 2001, under intimation to the Securities and Exchange Commission of Pakistan and Directorate General of Trade Organizations, Ministry of Commerce, Government of Pakistan, within three months.

XIII. CONDITION OF LICENCE: The Clauses VI, VII & VIII of this Memorandum are conditions on which a license is granted by the Government of Pakistan to the Association in pursuance of Section 3 of the Trade Organizations Act 2013.

XIV. CHANGES/ AMENDMENTS IN MEMORANDUM AND ARTICLES OF ASSOCIATION

No addition, alteration and amendment shall be made in Memorandum of Association or in the regulations contained in the Articles of Association for the time being in force unless the same shall have been previously submitted to and approved by the Government.

Provided that amendments shall also be made when required by the Government in public interest



For the financial period whose names are subscribed here with the purpose of being formed as Association in pursuance of their Articles of Association

Sl. No.	Name	Designation	Share No.	Company Name	MTR No. of		TAN No.	Address	Signature
					1	2			
1	SALEHA WAH	Chairman	3124332001	TAIRAHAM-IRAHAM TOURS & TRAVEL PVT LTD	241413-4			241413-4	
2	SA KADIAH HANI	General Secy	4141400101	PALEANG-PALEANG WISMA PADJOUR PVT LTD	241413-4			241413-4	
3	SAFARIJAH	Member General Secy	3124332001	IRAHAM TRAVEL & TOUR PVT LTD	241413-4		071413004	071413004	
4	PK MURAHAD HIL SHAH	Member General Secy	3124332001	PK SAFELAH WISMA PADJOUR LTD	241413-4		071413004	071413004	
5	SAKAIYAH	Member General Secy		KAWI PAJ SERVICES COMPANY PRIVATE LIMITED	241413-4		071413004	071413004	
6	WALID SHAH	Member General Secy	3441210101	NEW MUSAME TRAVEL & TOURS PRIVATE LTD	241413-4		071413004	071413004	
7	MUDA ENIT	Member General Secy	3441210101	AL WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
8	WALID SHAH	Member General Secy	3441210101	SAJATI WABUNIA SERVICES PRIVATE LIMITED	241413-4		071413004	071413004	
9	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
10	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
11	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
12	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
13	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
14	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
15	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
16	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
17	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
18	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
19	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
20	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
21	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
22	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
23	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
24	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
25	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
26	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
27	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
28	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
29	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	
30	WALID SHAH	Member General Secy		WABID TRAVEL AND TOURS PVT LTD	241413-4		071413004	071413004	

[Handwritten signatures and stamps]

JULFIQAR ALI ANGAH
 Deputy Director
 Director General of Trade
 Ministry of Economic Affairs
 Government of Pakistan



No.	Name	Company	DNC No.	Company Name	CO No. of	No. of	Level	Division
27	ALYAN ARIF PRAD	Member Export Services Committee	11183110101	K. BAYU BAKA SAMA BERTUD PTY LTD	211021	401010111	1	Export Services Division
28	MAH CHONG AMAL AD	Member Export Services Committee	11183110101	THANAY FLAVOUR & SOUS PTY LTD	211010	401010111	1	Export Services Division
29	IMUTATI ALI	Member Export Services Committee	11183110101	MAJULAN MADU & KAYU PULAU LIMITED	201101	401010111	1	Export Services Division
30	DEYAN MUBAR	Member Export Services Committee	11201010101	DEFA KETAM BERKUALITI TERBUKA TERBUKA BERKUALITI LIMITED	210021	402101101	1	Export Services Division
31	NYUHANNAN YOUSUF BIDDIN	Member Export Services Committee	11200010101	RODONGHUTSARAHONGKAI POLYVA FLAVEL PVT LTD	201101	402101101	1	Export Services Division
32	SAJAK AB DIL TALANA	Member Export Services Committee	11201010101	SAEMAS & ALTAHED NAL & MURAH GROUP PVT LTD	211101	402101101	1	Export Services Division
Witness to above signatories			Date:	19th Oct, 2020				
Name: Fakh M. L.		Occupation: Manager						
S/O: Ghazal Shah		Address: F1101241						
NIC: 81791-481720-1								

Ali

ALFIQAR ALI LANGAH
Deputy Director
General of Trade Organizations
Ministry of Commerce
Government of Palestine, 1009 1004



Ali Langah
19 Oct 2020
Director General of Trade Organizations

CERTIFIED TO BE TRUE COPY

