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முஸ்லிம் சமய பண்பாட்டலுவல்கள் திணைக்களம்
Department of Muslim Religious and Cultural Affairs

කැපැල් පෙට්ටිය: 543, අංක. 180, ටී.බී. ජායා මාවත, කොළඹ - 10
தபால் பெட்டி: 543, இல. 180 டி.பீ. ஜாயா மாவத்தை, கொழும்பு - 10
P.O.Box : 543, No. 180, T.B. Jayah Mawatha, Colombo - 10

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எனது இல }
My No. }

MRCA/Umrah/2020

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உமது இல }
Your No. }

දිනය }
திகதி } 09.10.2019
Date }

To all Applicants for Umrah Operation,

Dear Operator,

**Interview for the Umrah Travel Operators
Umrah Pilgrimage - 2020**

You are kindly requested to make sure to be on time to the interview with the **originals of the following documents**, and the copies of the same documents to be sent to the Department to reach before 05, November 2019 **by a registered post**. If any document is found to be forged, your application will not be considered for registration.

- Original Passports of the proprietor.
- Details of the guide who accompany the Pilgrims. (Details of the PP, contact details, Moulavi certificate and service letter with your company)
- Details of other staff and EPF payment details of them.
- Company or Business Registration (BR).
- Civil Aviation and Tourist Board License.
- Deeds and Details of capital assets and recently obtained valuation reports.
- Deed or least agreement of the Office premises.
- Audit report with last three months' Bank Statements and Income Tax pay receipt.
- Previous Umrah Licenses.
- Previous Umrah Experience (leaflets or CDs)
- Umrah Pilgrimage list of 2019 with Passport Copies.
- Details of Umrah package for the year 2019.
- Recommendation of approved Umrah visa Agent.

Thanking you,

M.R.M. Malik

Director

Dept. Muslim Religious & Cultural Affairs.

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அலுவலகம் - பொது

Office - General

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பணிப்பாளர்

Director

0112669994

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உதவிப் பணிப்பாளர்

Asst. Director

0112669968

(Rel.)
0112669986 (Wakfs)

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தொலை நகல் இல.

Fax No.

0112692147

Application Form for obtaining Hajj/Umrah Tour Operator License

NOTE

Only experienced (i.e. minimum 3 years) Umrah Tour Operators could apply for the Hajj Tour Operation License. All the required for this application must be duly submitted in order to be considered for further processing

OVER-RIDING SPIRIT THAT HAJJ TOUR OPERATORS ARE EXPECTED TO RESPECT AND ABIDE

1. Able Muslims are supposed to perform Hajj once and many in the world do Hajj only once - hence its paramount that they do it right the first time and return home satisfied
2. The welfare of the pilgrims is central and the economic consideration of the Operators would be subject to this prerogative
3. Hajj Tour Operation is not a purely commercial venture. It is first a genuine service that needs to be rendered diligently with meticulous detail, after which a fair mark up maybe attached to the cost

THE COST FOR PROCESSING AN APPLICATION IS INCLUDED IN THE APPLICATION FORM FEE OF RS.1,000/-

Date of application submission :

Applicant's basic details

Full Name of Applicant :

Residential Address :

.....

Contact details - Land Tel and Mobile Tel :

Contact details - Fax No. And E- mail :

NIC No. of Applicant :

Applicant's financial details

Monthly personal income (Rs.) :

Nature of employment : Business / Employed / Other: _____

If business, respond to the items below

Name of Business :

(Please attach a copy of the certificate)

Address of business

If employed, respond to the items below

Name of Company/Employer :

Position held :

(Employment proof letter from company/employer)

Address of company :

Bank details

Bank name :

Bank address :

Bank account name :

Bank account number :

(Please attach copy of 1 Year bank statement (with signature and stamp):

Existing Umrah Tour Operation

Name of existing Umrah Tour Group :

(Please attach a copy of the certificate)

Total Umrah group experience :

State the Year

1) Number of times Umrah programme was organised for that year

2) Total number of umrah pilgrims taken for that year

Year 1	Year 2	Year 3	Year 4	Year 5

Religious Guides nominated for the Hajj Group

1. Name of 1st Religious Guide :

Residential Address/Tel :.....
NIC No.

Contact details - Land Tel and Mobile Tel:

Current employment :.....

Madhrasah qualification :.....
(Please attach copy of certificate)

Madhrasah Institute :.....

Madhrasah contact details - Tel no. :.....

No. of Umrah performed :.....

No. of Haj performed :.....

No. of Umrahs groups lead (please state the years):

No. of Haj groups appointed as Jr. Religious Guide (please state the years):

(Please attach relevant pages of Passport and salary/payment slip)

2. Name of 2nd Religious Guide :

Residential Address/Tel :.....
NIC No.

Contact details - Land Tel and Mobile Tel:

Current employment :.....

Madhrasah qualification :.....
(Please attach copy of certificate)

Madhrasah Institute :.....

Madhrasah contact details - Tel no. :.....

No. of Umrah performed :.....

No. of Haj performed :.....

No. of Umrahs groups lead (please state the years):

No. of Haj groups appointed as Jr. Religious Guide (please state the years):

(Please attach relevant pages of Passport and salary/payment slip)

3. Did the Guide complete the All Ceylon Jamiathul Ulama's Haj Training Course for Mowlavi's? Yes or No

(Please attach copy of certificate for the above)

.....
Signature with Stamp

Note: *DMRCA - Department of Muslim Religious and Cultural Affairs