



Comprehensive Procedures Guide
For
Tourist Companies and Travel Agents
Organizing Pilgrimages



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1 INTRODUCTION:

This Guide aims to explain the conditions and instructions connected which tourist companies, travel agents and the like must observe when making travel arrangements for pilgrims visiting the Holy Places in the Kingdom of Saudi Arabia. This Guide is intended for those who are engaged in the business of organizing pilgrimage groups from countries in Europe, North America, South America and Australia.

The Guide contains an explanation of all the steps which must be taken by the travel company's representative before his arrival in the Kingdom of Saudi Arabia and during his sojourn therein, for completion of the formalities of registration, qualification and the execution of contracts, and, upon his return to his country, for completion of the steps pertaining to the transportation of the pilgrims and the dates designated for each stage, This Guide also designates the authorities and sectors with which the tourist companies will be dealing in respect of the organization of the arrival of pilgrims, and the role and duties of each party.

This Guide presents, in a simple way, the manner and processes designated for providing two types of services that are available to tourist companies and travel agents and the like, in respect to the organization of the arrival of pilgrims. These services are as follows:

- The service for activating the organizer's allocated number of pilgrims.
- The service for applying for an increase in the organizer's allocated number of pilgrims.



2 Administrative and Organizational Responsibilities of Tourist Companies and Travel Agents when sending pilgrims on Hajj

2.1 Organizer's Number Activation Service:

This is the process to be followed by the organizer, who has previously undertaken the organization of the arrival of pilgrims during the last three years and is applying for the **same allocated number of pilgrims** as in previous years:

A. Qualification Period:

1. Completion of an Organizer's Number Activation application form (Form 01).
2. Completion of an information form connected with the party authorized to execute contracts in case it is authorized to do so (Form 03).
3. Completion of the Undertakings and Declarations form (Form 04).
4. The organizer who has organized the arrival of pilgrims at the 1427 Hajj Season, for a number exceeding 450 pilgrims and less than 900 pilgrims, will be given the opportunity to perform the organizing of 450 pilgrims. Should he desire to serve a larger number of pilgrims, this will be possible only by beginning with 900 pilgrims and more, and not exceeding 3000 pilgrims, pursuant to the conditions pertaining to the share increase conditions indicated under item "Organizer's Share Increase Application Service".
5. The minimum number of pilgrims authorized for organizers of pilgrims' arrival from the following countries (United States of America, United Kingdom, Germany, France, Australia) is 150 pilgrims. The companies whose numbers is less than 150 must merge in consolidated entities.



6. The organizer shall be notified of the final result.
7. In case of approval of qualification, the organizer shall be provided with the number of the approval for approaching the pertinent Tawafa Establishment on the basis thereof.
8. The Tawafa Establishment shall be provided with the names of qualified organizers for early preparedness to complete the processes of bringing the organizer's cards.
9. The Ministry of Foreign Affairs shall be informed of the list of qualified organizers so that each can be given an entry visa to the Kingdom for the purpose of executing contracts and agreements on the basis thereof.

B. Stage of Execution of Contracts & Agreements:

1. Approaching the Tawafa Establishment pursuant to the approval number.
2. Payment of the administrative service fees to the Establishment.
3. Submission of the official documents that are necessary for the service application.
4. Receiving the organizer's card.
5. Executing the following contracts:
 - Contract of Pilgrims' accommodation in Makkah Al-Mukarramah. (The organizer shall execute accommodation contracts for the entire number of pilgrims assigned to him and shall ascertain that the leased buildings or hotels are approved by the competent authorities for use as pilgrims accommodation, and that such buildings or hotels shall conform to the provisions of the individual contracts which are executed by the organizer with his pilgrims and as per the agreed specifications. Such contracts shall be endorsed by the Tawafa Establishment in Makkah Al-Mukarramah and shall subsequently be



certified by the Branch of the Ministry of Hajj in Makkah Al-Mukarramah).

- Contract of accommodation in Al-Madinah Al-Munawwarah. (The organizer shall execute accommodation contracts for the entire number of pilgrims assigned to him and shall ascertain that the leased buildings or hotels are approved by the competent authorities for use as pilgrims accommodation, and that such buildings or hotels shall conform to the provisions of the individual contracts which are executed by the organizer with his pilgrims and as per the agreed specifications. Such contracts shall be endorsed by the National Guides Establishment in Al-Madinah Al-Munawwarah and shall subsequently be certified by the Branch of the Ministry of Hajj in Al-Madinah Al-Munawwarah).
 - Service Contract at the Holy Sites with the Tawafa Establishment. (When executing this contract, the organizer shall pay a sum of S.R.22.50 /Pilgrim, as a reimbursable guarantee designed to confirm the seriousness of the contract).
 - Transport Contract with the General Cars Syndicate. (When executing this contract, the organizer shall pay a sum of S.R.18 for each Pilgrim, as a reimbursable guarantee to confirm the seriousness of the contract and shall refrain from executing any contracts for the transportation of pilgrims by any means other than the buses of the General Cars Syndicate).
 - The Service Contract with the Consolidated Agents Office. (When executing this Contract, the organizer shall pay the sum of all the service and transport fees for the pilgrims arriving under his umbrella, by one single cheque for the whole number of pilgrims and not for individual pilgrims).
6. Should the organizer so desire, he may authorize the Tawafa Establishment in Makkah Al-Mukarramah to execute the Association and Consolidated



Agents Office Contracts against a sum to be determined in respect of its authorization to do so as an additional service.

7. The organizer shall file the file, which shall contain all the contracts and agreements, with the Tawafa Establishment in Makkah Al-Mukarramah,

C. Stage of Obtaining Visas:

1. Registration of the pilgrims arriving under the organizer's umbrella.
2. Sticking the bar code on the passports of the pilgrims arriving under the organizer's umbrella.
3. Approaching the Kingdom Embassy or Representation within the period designated by the Embassy for completion of the processing of visa issuance.
4. Providing the Ministry of Hajj, electronically, with the particulars of the pilgrims arriving under the organizer's umbrella after the issuance of visas to them.

2.2 Organiser's Share Increase Application Service:

This is the process which the organizer, who has previously practiced the activity of organizing the arrival of pilgrims during the last three years without incurring criticism or penalties, follows - and through which he requests an ***increase in the number of his pilgrims***, as follows:

1. Completion of the application for the Increase of the Organizer's Share (Form 02).
2. Completion of the forms pertaining to the Undertakings and Declarations (Form 05) .



3. The share increase is effected by the merger of two or more organizers, both of whom have previously been authorized - and not by increasing the number of pilgrims to one single organizer.
4. The filing of an application does not necessarily mean approval thereof.
5. In case of approval of the application, the organizer shall be notified of the preliminary approval. As to the final approval, this is conditional on the completion of the remaining requirements within the period designated in the conditions.
6. Immediately after the organizer's completion of the remaining requirements within the designated period of time, he shall be notified of the approval number for approaching the Tawafa Establishment in Makkah Al-Mukarramah, and shall bring all the required official documents.
7. The Tawafa Establishment shall be provided with the names of the organizers whose shares have been approved for early preparedness to complete the formalities of issuance of organizers' cards.
8. The list of organizers whose shares have been approved shall be notified to the Ministry of Foreign Affairs, so that entry visas to the Kingdom can be issued on the basis thereof to the representative of each organizer for the execution of contracts and agreements.
9. Thereafter, the organizer shall, as usual, complete the remaining formalities pertaining to the execution of contracts and agreements, as indicated under paragraphs B and C of the item pertaining to the Organizer's Number Activating service.



2.3 Conditions and General Instructions:

These are the conditions that must be satisfied by the organizer, whether for the purpose of activating the organizer's previous number of pilgrims or increasing the share designated for him. In addition, they clarify the instructions that must be followed by each organizer who desires to organize the pilgrims arrival activity. These conditions and instructions are as follows:

1. Completion of the form designated for the required service.
2. Completion of the undertakings and declarations forms.
3. Payment of the fees pertaining to the administrative services at the Tawafa Establishment at the rate of :
 - S.R. 500 for each organizer of the (50-450 pilgrims) category.
 - S.R. 1000 for each organizer of the (900 pilgrims and more) category.
4. Filing the following official documents:
 - A copy of the organizer's activity record issued by the competent authority in his state and certified by the Kingdom's Embassy in his country.
 - A copy of the organizer's activity record issued by the competent authority in his state, certified by the Kingdom's Embassy in his country.
 - Evidence of the organizer's ownership, certified by the Kingdom's Embassy in his country.
 - If the organizer's representative is authorized by it, he shall produce the authorization to complete all the requirements necessary to organize the arrival of pilgrims, certified by the Kingdom's Embassy in his country.
 - The application form, after filling up, signing and stamping same with the organizer's stamp.



- The forms pertaining to the Undertakings and Declarations after signing and stamping same with the organizer's stamp.
 - Two photos of the person authorized to execute contracts and agreements.
5. Declaration of being a member of IATA Organization or any accredited international organization in the same field within a period not exceeding one year of the date of approval of the application.
 6. Refraining from making any agreements or contracts with pilgrims except after obtaining the approval of the Ministry of Hajj in respect of the designated number of pilgrims.
 7. Finalizing the execution of the contracts pertaining to the services and accommodation in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah for all the approved number of pilgrims after obtaining the organizer's card from the Tawafa Establishment in Makkah Al-Mukarramah, within the dates specified in the instructions pertaining to the arrival of pilgrims through tourist companies and travel agents.
 8. Refraining from executing service contracts with a Tawafa establishment other than the Tawafa establishment responsible for the nationality of the state from which the work permission was obtained.
 9. Refraining from delegating any person from outside the organizer's country to complete the formalities or execute the contracts pertaining to the organizer.
 10. Compliance with the rule that the delegate shall not be a representative of more than one organizer.
 11. It is not permissible for a single travel/tourist company to use two or more organizers in its employment to apply for permission to organize separate pilgrim groups in the same country. In case such a violation is established, the travel/tourist company and all the organizers pertaining to that organizer shall be disqualified.



12. The deadline for the over land travel of the Pilgrims to Al-Madinah Al-Munawwarah before heading to the Holy Places is the end of the Twenty Fifth of Dhil Qi'dah. In case of the pilgrims' desire to travel to Al-Madinah Al-Munawwarah after that date, such travel shall be possible only by air, and not later than the Second of Dhil Hijjah.
13. The deadline for the travel of the Pilgrims to Al-Madinah Al-Munawwarah before heading to the Holy Sites is the Fifth of Dhil Hijjah. Thereafter, the Pilgrims should head to their residence that is prepared for them in Makkah Al-Mukarramah, and they will not be permitted to head directly to the Holy Sites.
14. The dates of the arrival and departure of the pilgrims shall be linked to the actual dates of the residence contracts that are executed for pilgrims, whether in Makkah Al-Mukarramah or Al-Madinah Al-Munawwarah.
15. In case the organizer ceases to practice the activity of organizing pilgrim groups travel in any Hajj season, any subsequent application from such an organizer shall be considered as a new application for registration, unless the causes of his stoppage were beyond the organizer's control, and unless the Ministry of Hajj is satisfied with such causes.
16. The filing of applications and the approaching of the authorities shall be as indicated in this Guide.



2.4 Special Instructions and Conditions:

These are the conditions that must be satisfied by the organizer who wishes to have the share of pilgrims designated for him increased. In addition, they clarify the instructions that must be followed, in addition to the provisions of the item “Conditions and General Instructions”. These conditions and instructions are as follows:

A. Conditions pertaining to the obtaining of the preliminary approval:

1. The minimum number of pilgrims must be 900 pilgrims; the maximum must be 3000 pilgrims.
2. The required number must be chosen pursuant to the following categories: (900 – 1200 – 1500 – 1800 – 2100 – 2400 – 2700 – 3000).
3. Producing an air transport contract executed with an accredited Airline for all the number of pilgrims arriving under the organizer’s umbrella.
4. A bank guarantee in the amount of S.R. 80 per pilgrim to the Tawafa Establishment in Makkah Al-Mukarramah, and S.R. 50 per pilgrim to the Local Guide Establishment in Al-Madinah Al-Munawwarah. The two establishments shall have the right to use this guarantee in the following cases:
 - In the case of a shortfall in the organizer’s number of pilgrims exceeding 30%, a sum corresponding to the shortfall of the number of pilgrims shall be deducted.
 - In the case of a shortfall in the number of pilgrims exceeding 30%, it shall be permissible to liquidate the whole guarantee in favor of the two establishments.
 - To deal with any shortfall in the organizer’s services to the pilgrims arriving under his umbrella, and obligating the organizer to pay any additional sums in case the amount of the guarantee is not adequate for rectifying the shortfall.
5. Declaration of being a member of IATA Organization or any accredited international organization in the same field within a period not exceeding one year of the date of approval of the application.



B. Conditions for Obtaining Final Approvals:

1. The organizer's obligation to provide a work team comprising the following functions:
 - General Supervisor
 - Supervisor in Makkah Al-Mukarramah
 - Supervisor in Al-Madinah Al-Munawwarah
 - Accommodation and Reception and Departure Officer
 - Pilgrims Group Dispatching Officer at the Jamarat Bridge and Officer at the Holy Sites

The total number of the members of this team shall be determined according to the number of pilgrims, one for every 100 pilgrims. The members of this team shall be provided with identification cards approved by the organizer. The Tawafa Establishment in Makkah Al-Mukarramah and the National Guides Establishment in Al-Madinah Al-Munawwarah shall be provided with the names and phone numbers of this team, at least two weeks before the arrival of pilgrims.

2. The obligation to determine the place of residence of the organizer's work team in Makkah Al-Mukarramah and in Al-Madinah Al-Munawwarah throughout the Hajj Season. The Tawafa Establishment and the National Guides Establishment shall be provided with a clear address of the residence.
3. The obligation to ensure that the Tawafa Establishment in Makkah Al-Mukarramah and the National Guides Establishment in Al-Madinah Al-Munawwarah shall be provided with the arrival and departure flight schedule for the airline to be used.
4. The obligation to provide accommodation for pilgrims for additional periods in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah in case of delay of the arrival and departure scheduled flights.



2.5 Dates & Work Periods:

1. **The beginning of the month of Rajab and up to the middle of the month of Ramadan** : is the period designated for receiving the applications for the organizer's number activation, the share increase or the new registration service.
2. **The beginning of the month of Rajab and up to the middle of the month of Shawwal of every year:** This is the period designated for the completion of the execution of contracts and agreements for all pilgrims arriving under the organizer's umbrella.
3. **The middle of the month of Holy Ramadan of ever year:** This is the deadline for the accredited organizers' representatives to approach the embassies and other representatives of the Kingdom of Saudi Arabia for obtaining entry visas to the Kingdom for the purpose of executing contracts and agreements.
4. **Official working hours in the Kingdom of Saudi Arabia:** They start at 7.30 a.m. up to 2.30 p.m. Saturday to Wednesday. Thursdays and Fridays are official holidays.
5. **Official working hours in the Kingdom of Saudi Arabia during the Holy Month or Ramadan:** They start at 10.00 a.m. and end at 3.00 p.m. The period from the Twenty Fifth of Ramadan and up to the Fifth of the month of Shawwal is an official holiday.



3 Application Forms



3.1 FORM 01: Organizer Application for Same Number of Pilgrims

To: The Deputy Minister for Hajj Affairs

Al- Salamu Alaikum Warahmatullah Wabarakatuh.

Organizer's name		Organizer's number	
Organizer's nationality		Share approved in the year (..... H.)	
Name of Organizer's representative		Nationality	
Passport Number		Its date	

I,, the representative of the organizer whose name appears above, am applying for activating the organizer's number service for the Hajj Season this year (..... H.) for the same number of pilgrims assigned to me in the past Hajj Season.

Please note that all the aforementioned data are correct. I undertake to comply with all the conditions and instructions pertaining to the organization of the arrival of pilgrims, and I bear full responsibility for the consequences of my breach of such conditions and instructions.

Please accept highest esteem

Name: :

Signature :

Official Stamp:



3.2 FORM 02: Organizer Application for Increased Number of Pilgrims

To: The Deputy Minister for Hajj Affairs

Al- Salamu Alaikum Warahmatullah Wabarakatuh

Organizer's name		Organizer's number	
Organizer's nationality		Share approved in the year (..... H.)	
Name of Organizer's representative		Nationality	
Passport Number		Its date	

I,, the representative of the organizer whose name appears above, am applying for activating the organizer's number service for the Hajj Season this year (.....H.), and I wish to have my share of the number of pilgrims assigned to me in the past Hajj Season increased so that the total number shall be as indicated below.

900	1200	1500	1800	2100	2400	2700	3000

Please note that all the aforementioned data are correct. I undertake to comply with all the conditions and instructions pertaining to the organization of the arrival of pilgrims, and I bear full responsibility for the consequences of my breach of such conditions and instructions.

Please accept highest esteem

Name: :

Signature :

Official Stamp:



3.3 FORM 03: Organizer Authorization by Saudi Arabian Embassy in Organizer’s Country

To: The Deputy Minister for Hajj Affairs

Al- Salamu Alaikum Warahmatullah Wabarakatuh

I,, holder of passport No. (.....) dated (...../...../.....) issued by the state of (.....), wish to inform you , in my capacity as (... owner (....) general manager of the organizer, whose headquarters are in (.....), and who is registered with the Ministry of Hajj under No. (.....), that I have authorized the person mentioned below:

Name		Nationality	
Passport Number		Date	

to represent the organizer in approaching the Ministry of Hajj, the National Establishment for Hajj Affairs in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah. He shall be fully responsible for completing and finalizing the formalities connected with the arrival of pilgrims, for providing all required documents, and for executing all contracts and agreements pertaining to accommodation, transportation and service in Makkah Al-Mukarramah, Al-Madinah Al-Munawwarah and the Holy Sites for all pilgrims arriving under the organizer’s umbrella for this year’s (..... H.) Hajj Season.

Please accept highest esteem.

Name :

Signature :

Official Stamp :

Authorization Form (to be certified by the Embassy of the Kingdom of Saudi Arabia in the same state)



4 Undertakings & Declarations Forms



4.1 FORM 04: Organizer Undertaking & Declaration (same number of pilgrims)

- to accompany Form 01 (Organizer Application For Same Number Of Pilgrims)

Undertaking & Declaration

I, the undersigned, the representative of the organizer, who is registered with the Ministry of Hajj under No (.....) undertake, when approaching the Tawafa Establishment in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah for the purpose of activation of the organizer’s number, to provide the following official documents:

- A copy of the organizer’s activity record issued by the competent authority in his state, which shall be certified by the Kingdom Embassy in his country.
- Evidence of the organizer’s ownership certified by the Kingdom Embassy in his country.
- Authorization letter for completing all the requirements of the organization of the arrival of pilgrims certified by the Kingdom Embassy in his country (in case of authorizing a third party).
- Organizer’s number activation application form after filling up, signing and stamping same with the organizer’s stamp.
- Two photos of the person authorized to conclude contracts and agreements.

I bear full responsibility for the consequence of my failure to produce any of these documents, whether in terms of non-acceptance of the application or the delay in the processing thereof. I also declare that I am not authorized by more than one organizer, and that there are no organizers in the same country whose ownership belongs to the same owner. In case such things are established, all the organizers affiliated to this organizer shall be automatically disqualified. In witness whereof this has been signed.

Name		Nationality	
Passport Number		Date	
Signature		Official Stamp	



4.2 Form 05: Organizer Undertaking & Declaration (increased number of pilgrims)

- to accompany Form 02 (Organizer Application For Increased Number Of Pilgrims)

Undertaking & Declaration

I, the undersigned, the representative of the organizer, who is registered with the Ministry of Hajj under No (.....) undertake, when approaching the Department of Pilgrims from Abroad at the Ministry of Hajj for the purpose of requesting the increase of share of the number of pilgrims, to provide the following official documents:

- A copy of the organizer's activity record issued by the competent authority in his state, which shall be certified by the Kingdom Embassy in his country.
- Evidence of the organizer's ownership certified by the Kingdom Embassy in his country.
- Authorization letter for completing all the requirements of the organization of the arrival of pilgrims certified by the Kingdom Embassy in his country (in case of authorizing a third party).
- Organizer's number activation application form after filling up, signing and stamping same with the organizer's stamp.
- Two photos of the person authorized to conclude contracts and agreements.

In addition to the aforementioned, I declare that I am aware of the conditions pertaining to the preliminary approval of the increase, which are represented by the following:

1. The minimum number of pilgrims must be 900 pilgrims and the maximum number must be 3000 pilgrims.
2. The required number shall be selected pursuant to the following categories: 900 – 1200 – 1500 – 1800 – 2100 = 2400 – 2700 – 3000.
3. An air transportation contract with an accredited airline company for all pilgrims coming under the organizer's umbrella.
4. A bank guarantee for S.R.80 per pilgrim to the Tawafa Establishment in Makkah Al-Mukarramah and S.R.50 per pilgrim to the National Guides Establishment in Al-Madinah Al-Munawwarah.
5. A declaration of being a member of IATA Organization or any accredited international organization in the same field for a period not exceeding one year of the date of approval of the application.



The following conditions must be satisfied for the purpose of obtaining the final approval. Such conditions are as follows:

1. Provision of a work team that includes the following functions:
 - General Supervisor.
 - Supervisor in Makkah Al-Mukarramah.
 - Supervisor in Al-Madinah Al-Munawwarah.
 - Accommodation and Reception and Departure
 - Pilgrims Group Dispatching Officer at the Jamarat Bridge.and at the Holy Sites

The total number of members of this team shall be determined according to the number of pilgrims, one for each 100 pilgrims. The members of this team shall be provided with identification cards approved by the organizer. The Tawafa Establishment in Makkah Al-Mukarramah and the National Guides Establishment in Al-Madinah Al-Munawwarah shall be provided with the names and phone numbers of this team two weeks at most before the arrival.

2. The obligation to determine the place of residence of the organizer's work team in Makkah Al-Mukarramah and in Al-Madinah Al-Munawwarah throughout the Hajj Season. The Tawafa Establishment and the National Guides Establishment shall be provided with a clear address of the residence.
3. The obligation to provide the Tawafa Establishment in Makkah Al-Mukarramah and the National Guides Establishment in Al-Madinah Al-Munawwarah with the airline flight arrival and departure schedule.
4. The obligation to provide accommodation for pilgrims for additional periods in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah in case of delay of the flight arrival and departure schedules .

I bear full responsibility for the consequences of my failure to produce the aforementioned documents or for non-compliance with these instructions, whether in terms of the delay of the completion of the application formalities, non-acceptance thereof, stoppage of the activity or cancellation of the organizer's records. In witness whereof this was signed.

Name		Nationality	
Passport Number		Date	
Signature		Date	



4.3 FORM 06: Organizer General Undertaking & Declaration

General Undertaking & Declaration

I, the undersigned, representative of the organizer, who is registered with the Ministry of Hajj under No. (.....) undertake to comply fully with the following instructions:

1. Not to conclude any agreements or contracts with pilgrims except after obtaining approval by the Ministry of Hajj of the designated number of pilgrims.
2. To complete the execution of contracts pertaining to services and accommodation in Makkah Al-Mukarramah and Al-Madinah Al-Munawwarah for the whole approved number of pilgrims after obtaining the organizer card from the Tawafa Establishment in Makkah Al-Mukarramah within the dates designated in the instructions pertaining to the organization of the pilgrims' arrival through tourist companies and travel agents.
3. Not to execute any service contracts with a Tawafa establishment other than that designated for the nationality of the state from which the organizer has obtained the work permit.
4. Not to delegate to any person outside the organizer's country the task of completing the formalities or the execution of contracts pertaining to the organizer.
5. The deadline for the travel of pilgrims to Al-Madinah Al-Munawwarah (overland), before heading to the Holy Sites, is the end of the twenty fifth day of the month of Dhil Qi'dah, and in the event the pilgrims desire to travel to the Madinah Al-Munawwarah after that date, travel will be available only by air, but not later than the second of the month of Dhil Hijjah.
6. The deadline for the stay of pilgrims in Al-Madinah Al-Munawwarah, before the heading to the Holy Sites, is the fifth of the month of Dhil Hijjah. Thereafter, the pilgrims must head to the accommodation prepared for them in Makkah Al-



Mukarramah, and they are not permitted to go directly from Al-Madinah Al-Munawwarah to the Holy Sites.

7. The dates of the arrival and departure of pilgrims shall be linked to the actual dates of the pilgrims accommodation contracts, whether in Makkah Al-Mukarramah or Al-Madinah Al-Munawwarah.
8. Payment of the fees pertaining to the administrative services at the Tawafa Establishment at the rate of :
 - S.R. 500 for each organizer of the (50-450 pilgrims) category.
 - S.R. 1000 for each organizer of the (900 pilgrims and more) category.
9. I am aware of the dates and periods of work pertaining to the registration and reception of the applications for the organization of pilgrims and the execution of contracts and agreements, which are as follows:
 - The beginning of the month of Rajab up to the middle of the month of Holy Ramadan: is the period designated for receiving the organizer's number activation, the share increase or the new registration service.
 - The beginning of the month of Rajab and up to the middle of the month of Shawwal of every year: is the period designated for the completion of the execution of contracts and agreements for all pilgrims.
 - The middle of the month of Holy Ramadan of ever year: is the deadline for the accredited organizers' representatives to approach the embassies and representations of the Kingdom of Saudi Arabia for obtaining entry visas to the Kingdom for the purpose of executing contracts and agreements.
 - Official working hours in the Kingdom of Saudi Arabia: they start at 7.30 a.m. up to 2.30 p.m., Saturday to Wednesday. Thursdays and Fridays are official holidays.
 - Official working hours in the Kingdom of Saudi Arabia during the Holy Month or Ramadan: they start at 10 a.m. and end at 3 p.m. The period

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from the twenty Fifth of Ramadan and up to the Fifth of the month of Shawwal is an official holiday.

I bear full responsibility for the consequences of non-compliance with these instructions, whether in terms of the delay of the completion of the application formalities, non-acceptance thereof, stoppage of the activity or cancellation of the organizer's records. In witness whereof this was signed.

Name		Nationality	
Passport Number		Date	
Signature		Date	



ATTENTION

Dear Pilgrim:

For your own safety and that of others, please observe the following instructions when proceeding to the casting of the Jamarat:

- 1. Adherence to the schedules designated for you by the Mutawwif.**
- 2. Adherence to the lanes designated for proceeding to the Jamarat and returning therefrom.**
- 3. Avoid pushing your fellow pilgrims and proceed quietly and calmly.**
- 4. Do not carry personal effects.**
- 5. Do not walk against the direction of the traffic.**

With the Compliments of the General Department of the Affairs of Pilgrims from Abroad.