

Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
Bureau of Pilgrimage and Endowment



2017 G / 1438 H
Hajj Guideline and Basic Information

For inquiries, please visit or call:

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Republic of the Philippines
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MESSAGE

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuho!


The publication of the 2017 Hajj Guideline and Basic Information is aimed at enhancing better understanding and application of the policies, including new ones, adopted for operation and implementation in consonance with the just concluded Hajj Multi-Stakeholder Planning Workshop held at the Mabini Hall, Malacañang Palace last January 19, 2017. It is also designed to achieve efficiency and effectiveness in the administration and processing of travel documents of Filipino pilgrims.

The Bureau of Pilgrimage and Endowment (BPE), this Commission, being the primary office responsible for the administration of the Annual Pilgrimage to Mecca, Kingdom of Saudi Arabia reaffirms its resolve and commitment to uphold its mandate and thrust, under my watch, to preserve the trust and confidence expected by the stakeholders of the program in the delivery of public service.

This publication has been cautiously prepared not only to address operational flaws encountered in the past, but also to make your Hajj more convenient, fulfilling and successful, vis-à-vis a government administered and supervised program in our jurisdiction.

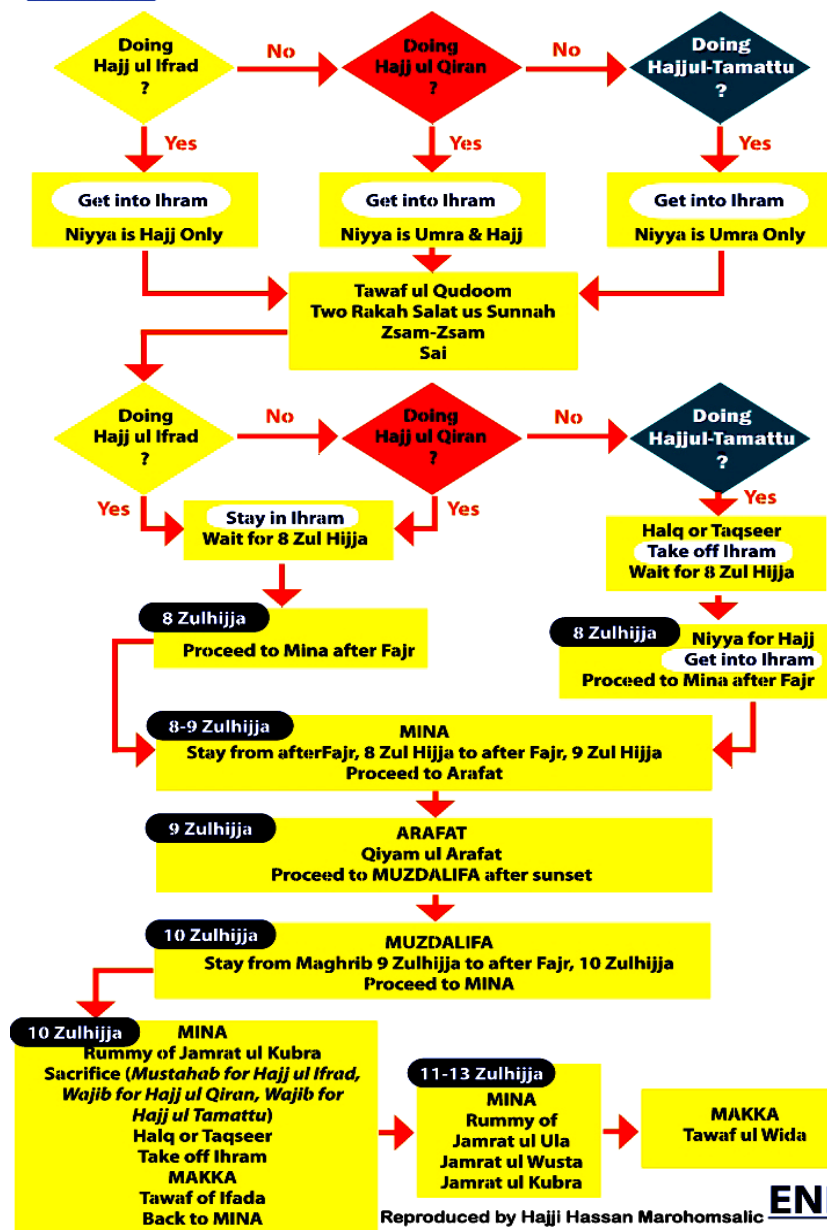
In behalf of the NCMF family and its officials and personnel, we pray that Allah (swt) accepts and grants us absolute forgiveness, as we prepare to perform Hajj. Al Hajjul Mabruur for those who have cast intention to perform the pilgrimage to Mecca this year.

By Authority of the Secretary:


ABDULHADI T. DAGUIT
Commissioner

Adhering to the *Manasikul-Hajj*, as shown in the diagram below, is a condition for Hajj to be successful. The guidelines and information contained in this booklet would help ensure adherence to the *Manasikul-Hajj*. Compliance thereof would lead to a successful and a rewarding Hajj, *Insha-ALLAHu Subhanahu wa Ta'ala*.

START



Reproduced by Hajji Hassan Marohomsalic

SAUDIA AIRLINES

DIRECT INBOUND HAJJ FLIGHTS

JEDDAH - MANILA (non-stop flight)

| S | DATE | DAY | FLIGHT # | ROUTE | ETD | ETA |
|----|--------|-----|----------|---------|------|--------|
| 1 | 7-SEP | THU | SV 868 | JED-MNL | 0220 | 1810 |
| 2 | | | SV 872 | JED-MNL | 2150 | 1340+1 |
| 3 | 9-SEP | SAT | SV 862 | JED-MNL | 1850 | 1340+1 |
| 4 | | | SV 868 | JED-MNL | 0020 | 1610 |
| 5 | 11-SEP | MON | SV 870 | JED-MNL | 0405 | 1955 |
| 6 | | | SV 872 | JED-MNL | 2150 | 1340+1 |
| 7 | 14-SEP | THU | SV 868 | JED-MNL | 0220 | 1810 |
| 8 | | | SV 874 | JED-MNL | 2150 | 1340+1 |
| 9 | | | SV 872 | JED-MNL | 2150 | 1340+1 |
| 10 | 16-SEP | SAT | SV 868 | JED-MNL | 0020 | 1610 |
| 11 | 18-SEP | MON | SV 860 | JED-MNL | 0020 | 1610 |
| 12 | | | SV 870 | JED-MNL | 2150 | 1340+1 |
| 13 | | | SV 872 | JED-MNL | 0405 | 1955 |
| 14 | 19-SEP | TUE | SV 860 | JED-MNL | 0115 | 1610 |
| 15 | 21-SEP | THU | SV 868 | JED-MNL | 220 | 1810 |
| 16 | | | SV 872 | JED-MNL | 2150 | 1340+1 |
| 17 | 23-SEP | SAT | SV 872 | JED-MNL | 0020 | 1610 |
| 18 | 25-SEP | MON | SV 870 | JED-MNL | 405 | 1340+1 |
| 19 | | | SV 872 | JED-MNL | 2150 | 1610 |

2017 CALENDAR OF ACTIVITIES

| 2017G/1438H | ACTIVITIES/EVENTS |
|--|--|
| Feb 03-14 <i>(Jamadal Awwal 06-17)</i> | Hajj Mission to KSA (Hajj conference with the Saudi Ministry of Hajj, meetings with other concerned Saudi Authorities, courtesy call with the PhilConGen in Jeddah, and meeting with Saudi-based Service Providers) |
| Feb 20 to March 14 <i>(Jamadal Awwal 23 to Jamadal Akhir 15)</i> | Creation of the Committee for Sheik accreditation to review, assess, evaluate or revise if necessary, the existing Hajj Guidelines to be adapted for 2017G / 1438 H operations. Publication of Notice to Call to participate to travel agencies. Procurement of Hajj operations supplies and materials. Approval of Hajj Manual Operations by the En Banc |
| Mar 01 <i>(Jamadal Akhir 02)</i> | START OF REGISTRATION in the Regional and Provincial Offices. (Filling up of application forms, Payment of Mutawiff Fee and registration Fee) <u>No Passport No Issuance of Order of Payment for Mutawiff Fee.</u> |
| Mar 13 <i>(Jamadal Akhir 14)</i> | Printing of 2017G / 1437H Hajj Guidelines |
| Mar 15-30 <i>(Jamadal Akhir 16 to Rajab 02)</i> | Hajj Awareness Program & Consultative Meetings w/ LGU's Distribution of 2017G / 1438H Hajj Guidelines |
| March 18 <i>(Jamadal Akhir 19)</i> | Meeting with Department of Health officials Coordination with the DFA for the Hajj Passport process |
| Mar 24 <i>(Jamadal Akhir 25)</i> | Signing of Contracts with the different Service Providers in Makkah Al-Mukarramah and Madinah Al-Munawarah |

| 2017 CALENDAR OF ACTIVITIES | |
|-----------------------------------|---|
| 2017G/1438H | ACTIVITIES/EVENTS |
| April 17 (Rajab 20) | DEADLINE for the submission of Sheik's Accreditation requirements (old and new applicants). |
| | DEADLINE for Interested Travel Agencies to submit necessary requirements as notified. |
| May 25 (Sha'ban 29) | DEADLINE for registration and payment of mutawiff |
| | DEADLINE for the withdrawal/cancellation of registration and refund of mutawiff fee |
| May 27 (Ramadan 01) | First Day of Ramadhan (tentative) |
| | Submission of the number of intending Pilgrims and flight schedules to the authorities in the KSA and to the Service Providers |
| May 29 (Ramadan 03) | Procurement of Meningococcal (anti-Flu vaccines and Pneumonia Vaccines are provided free by the DOH) |
| June 01 (Ramadan 06) | Deadline for Sheiks to submit to NCMF, in coordination with their chosen travel agencies, the final flight schedule of their Jama'ahs |
| June 02 (Ramadan 07) | Creation of the Committees for Hajj Operations in Makkah and Madinah (Advance Party) |
| June 13 (Ramadan 18) | Deadline for the submission of final schedule of Hajj flights to Saudi authorities and the Service Providers |
| June 15 (Ramadan 20) | Distribution of vaccines to the different Regional and Provincial Centers |
| July 04 (Shawwal 10) | Administration of Vaccines at the different Regional and Provincial Processing Centers in coordination with the Bureau of Quarantine |

| SAUDIA AIRLINES | | | | | | |
|-------------------------------------|--------|-----|----------|---------|------|--------|
| OUTBOUND HAJJ FLIGHTS | | | | | | |
| MANILA TO MEDINAH (non-stop flight) | | | | | | |
| S | DATE | DAY | FLIGHT # | ROUTE | ETD | ETA |
| 1 | 2-Aug | WED | SV 871 | MNL-MED | 1810 | 0530+1 |
| 2 | | | SV 863 | MNL-MED | 1540 | 2110 |
| 3 | 3-Aug | THU | SV 861 | MNL-MED | 2010 | 0445+1 |
| 4 | | | SV 869 | MNL-MED | 2340 | 0510+1 |
| 5 | 4-Aug | FRI | SV 873 | MNL-MED | 1540 | 0115+1 |
| 6 | | | SV 865 | MNL-MED | 1810 | 2340 |
| 7 | 5-Aug | SAT | SV 871 | MNL-MED | 1810 | 0530+1 |
| 8 | 6-Aug | SUN | SV 871 | MNL-MED | 1810 | 0530+1 |
| 9 | 7-Aug | MON | SV 871 | MNL-MED | 1810 | 0530+1 |
| 10 | 8-Aug | TUE | SV 871 | MNL-MED | 1810 | 0530+1 |
| 11 | 9-Aug | WED | SV 871 | MNL-MED | 1810 | 0530+1 |
| 12 | 10-Aug | THU | SV 861 | MNL-MED | 2010 | 0445+1 |
| 13 | 11-Aug | FRI | SV 873 | MNL-MED | 1540 | 0200+1 |
| 14 | 12-Aug | SAT | SV 871 | MNL-MED | 1810 | 0530+1 |
| 15 | 13-Aug | SUN | SV 871 | MNL-MED | 1810 | 0530+1 |
| 16 | 15-Aug | TUE | SV 871 | MNL-MED | 1810 | 0530+1 |
| 17 | 16-Aug | WED | SV 871 | MNL-MED | 1810 | 0530+1 |
| 18 | 17-Aug | THU | SV 861 | MNL-MED | 2010 | 0445+1 |
| 19 | 18-Aug | FRI | SV 873 | MNL-MED | 1540 | 2100 |

CRITERIA AND REQUIREMENTS IN THE ACCREDITATION OF SHEIKS

9. He must sign a separate Contract of Service with the NCMF Bureau of Pilgrimage and Endowment and the Regional/Provincial Offices, stipulating compliance with lawful rules and regulations formulated by the National Commission on Muslim Filipinos, other relevant Philippines Laws, rules and regulations; (The Contract of Service shall require the Sheikh to strictly adhere and/or obey the policy guidelines formulated by the NCMF and strengthen the role of Regional Offices;
10. He must particularly observe the guidelines set forth by the Bureau of Pilgrimage and Endowment and the deadline of submission of the final schedule of his jama'ah group, in coordination with his chosen travel agency;
11. He must also comply and observe the laws, rules, regulations and guidelines imposed by authorities in Kingdom of Saudi Arabia on the performance of Hajj, particularly the Saudi policy encouraging the Hajj arrival in GROUP NOT LESS THAN 45 JAMA'AH and NOT MORE THAN 48 JAMA'AH; and submit ON TIME to the BPE his group flight schedule, in coordination with his chosen travel agency;
12. He must have no record of violation of any of the terms and condition set in the previous and present Contract of Service and/or Affidavit of Undertaking he signed with the Bureau of Pilgrimage and Endowment;
13. He must not be permanently employed at the NCMF, regardless of the status of employment or area of assignment;
14. He must be recommended by the NCMF Regional Director and the Darul Al-Ifta subject to final approval by the Secretary; and
15. Affidavit of Undertakings that: No Advance Booking and must comply with the minimum requirement of not less than 45 jama'ahs and not more than 48 jama'ahs and duly endorsed by the director of BPE.

| 2017 CALENDAR OF ACTIVITIES | |
|---|---|
| 2017G/1438H | ACTIVITIES/EVENTS |
| July 07 <i>(Shawwal 13)</i> | DEADLINE for the submission of Passports to NCMF Central Office (BPE-EDP) |
| July 10 <i>(Shawwal 16)</i> | Start of Visa Stamping |
| July 25 <i>(Dhul Qa'dah 02)</i> | Departure of Advance Team to KSA |
| July 30 <i>(Dhul Qa'dah 07)</i> | Pre Departure Orientation to the intending pilgrims at the Regional/Provincial Registration Centers |
| Aug 02 <i>(Dhul Qa'dah 10)</i> | FIRST OUTBOUND FLIGHT from Manila to Madinah Al-Munawarah |
| Aug 18 <i>(Dhul Qa'dah 26)</i> | LAST OUTBOUND FLIGHT from Manila to Madinah Al-Munawarah |
| Aug 23 <i>(Dhul Hijjah 01)</i> | Last day of travel by land from Madinah Al-Munawarah to Makkah Al-Mukarramah |
| Aug 31 <i>(Dhul Hijjah 09)</i> | OQUF <i>(tentative)</i> |
| Sept 01 <i>(Dhul Hijjah 10)</i> | Eid'L Adha |
| Sept 07 <i>(Dhul Hijjah 16)</i> | FIRST INBOUND FLIGHT from Jeddah to Manila |
| Sept 25 <i>(Muharram 5, 1439)</i> | LAST INBOUND FLIGHT from Jeddah to Manila |

| WHO IS QUALIFIED TO PERFORM HAJJ | |
|---|---|
| A Muslim who is; | |
| Spiritually Prepared; | His intention is sincere, and aimed only to seek Allah's pleasure; Familiar with the stages/rituals of the Hajj and other recommended devotional acts. |
| Financially Capable; and | Has the capability to pay his/her travel expenses (Airfare, Land Transportation, Lodging, Food, and other expenses); Has the capability to allocate provisions for dependents left at home; Has no personal debts; and His/her pilgrimage is not a result of borrowings and begging. |
| Physically and Mentally Fit as confirmed by a Physician | Must be in good health; Must not have a communicable disease; and if partially disable (one who can at least sit and stand), must travel with an aide at all times. |

| PASSPORT APPLICATION GUIDELINE |
|--|
| <p>Passport Applicants are required to appear personally at any of the DFA authorized issuing offices (e.g. DFA-Main Office in Pasay City or DFA Regional Consular Office), with the required documents. Those with valid passports are not required to submit a birth certificates issued and/or authenticated by the National Statistics Office as a requirement for the issuance of passport (Section 3, Article 8 of DFA Department Order No. 11-97). New applicants who are able to comply with the documentary requirements prescribed under Article 6 of said Department Order are automatically issued regular passports with a validity of Five (5) years</p> |

| CRITERIA AND REQUIREMENTS IN THE ACCREDITATION OF SHEIKS |
|--|
| <p>Pursuant to Section 8, par. (q) Republic Act No. 9997, empowering the National Commission on Muslim Filipinos (NCMF) to formulate necessary rules and regulations to ensure the success of the annual Hajj of the Filipino pilgrims, the following criteria and requirements in the accreditation of Murshideen or Guide of pilgrims participating in the Hajj operations are hereby prescribed, as follows:</p> <ol style="list-style-type: none"> 1. All Sheiks intending to serve as Murshid or Leaders of pilgrims shall apply in writing for accreditation by filling out an “Application Form” provided by the Bureau OF Pilgrimage and Endowment (BPE) at any of the hajj Registration and Processing Centers; 2. The applicant Sheikh must be mentally and physically fit as certified by provincial or regional government medical institution; 3. He must not be more than sixty-five (65) years of age as evidenced by his NSO authenticated Birth Certificate; 4. He must be able to read and speak Arabic or English, and should be well versed in Islamic values, as certified by the Bureau director, Bureau of Pilgrimage and Endowment; 5. He must have participated in the Consultative Meetings and/or the hajj Awareness Program (HAP) Seminar on Trainors’ Training for Sheiks conducted by the Bureau of Pilgrimage and Endowment; 6. For new Sheik applicant, he must have performed Hajj, at least three (3) times, duly certified by the Bureau Director, Bureau of Pilgrimage and Endowment; 7. He must have no outstanding Hajj-related obligations, and must submit a Certificate of Good Moral Character issued by the concerned NCMF Regional and Provincial Hajj Processing Center who has jurisdiction in his area; 8. He must submit an NBI or a Police Clearance for the current year, indicating no pending criminal or administrative case; |

GUIDELINES ON WORKING RELATIONSHIP WITH TRAVEL AGENCIES

The National Commission on Muslim Filipinos (NCMF) shall accord the pilgrims free choice of Travel Agencies and Airlines or other means of transportation to and from the site of the pilgrimage. It shall not require accreditation of ANY TRAVEL AGENCY OR AIRLINE. However, pursuant to Section 8, par (q) Republic Act No. 9997, empowering the National Commission on Muslim Filipinos to formulate necessary rules and regulations to ensure the success of the annual Hajj, travel Agencies participating in the Hajj operations are required to closely work and coordinate with the Commission and observe the following guidelines, for the safety, convenience, comfort, protection and central welfare of the pilgrims, as follows:

A. GUIDELINES ON WORKING RELATIONSHIP:

1. The participating travel agency shall submit to the National Commission on Muslim Filipinos a Letter of Intent and the profile of the company;
2. It must be financially capable of putting up the fare percentage set by the concerned airlines required for advance payment;
3. It shall adopt **“NO PROOF OF MUTAWIF FEE PAYMENT, NO PROOF OF PASSPORT APPLICATION : NO BOOKING, NO ISSUANCE OF TICKET”** policy for the intending pilgrims including the Sheiks or Leaders of pilgrims, preferably requiring appropriate certification of payment from the Hajj Finance Committee of the Commission;
4. It shall require Sheiks to present valid accreditation by the Commission for the 2017G/1438H Hajj operations and/or proof of payment for Mutawiff or appropriate Certification from the Hajj Finance Committee of the Commission which shall be basis for issuance of tickets (for Sheiks and their Jama'ah);
5. It shall provide the booking and Monitoring Committee of the Commission in advance, and on a daily basis, the list of pilgrims issued with tickets, indicating flight details;
6. It shall observe the deadline for submission of the final flight schedule required by the Saudi authorities in coordination with concerned Sheiks;
7. It shall not allow rebooking of pilgrims, individually or in group, without prior arrangement and confirmation from the Booking and Monitoring Committee of the Commission;

WHERE TO REGISTER FOR HAJJ

Application shall be filed at any NCMF designated Pilgrimage Registration and Processing Centers. However, final arrangement for services and travel documentary requirements shall be done at the Bureau of Pilgrimage and Endowment (NCMF-BPE Central Office), located at:

3rd Floor Jocfer Annex Building
Commonwealth Avenue, Diliman, Quezon City
Telephone no. (02) 952-4813 & Telefax No. (02) 952-4727
E-mail us at: ncmf.bpe@gmail.com or visit as at
Our website at: ncmf.gov.ph

REGISTRATION AND PROCESSING CENTERS

| REGION/AREA | OFFICE, ADDRESS & CONTACT NOS. |
|---|---|
| (NCR)NATIONAL CAPITAL REGION/ METRO MANILA | NCMF NCR Regional Office - 3/F Bookman Bldg. Quezon Avenue, Quezon City Tel. No. (02) 7116112 |
| NORTH LUZON | NCMF Baguio Regional Office - 3/F 5 Brothers Bldg. Dolores Mc-Arthur Hi-Way San Fernando City Pampanga |
| SOUTH LUZON (PALAWAN) | NCMF Palawan Provincial Office - Abad Santos St., Puerto Princesa City, Palawan Tel. No. (048) 434-1259 |
| VISAYAS | NCMF Cebu Regional Office - 4/F GTC Building, Borromeo St., Cebu City Telefax No. (032) 419-9548 |
| NORTHERN MINDANAO | NCMF Cagayan de Oro Regional Office, 123, 8th Nazareth St., Cagayan de Oro City Tel. No. (088) 857-5586 |

| REGISTRATION AND PROCESSING CENTERS | |
|---|--|
| REGION/AREA | OFFICE, ADDRESS & CONTACT NOS. |
| LANAO DEL NORTE | NCMF Lanao del Norte Provincial Office - Provincial Capitol, Government Center, Tubod, Lanao del Norte Cellphone No. (0919) 732-8412 |
| LANAO DEL SUR | NCMF Marawi Regional Office - Peoples Park, Brgy. Saber Marawi City Cellphone No. (0917) 711-2968 |
| MAGUINDANAO AND COTABATO CITY | NCMF Cotabato Regional Office - Episcopal Bldg., Sinsuat Ave., Cotabato City Tel. No. (064) 421-5373 |
| SoCSKSargen | NCMF General Santos Provincial Office - NCMF Bldg., General Santos City Tel. No. (083) 552-4965 |
| DAVAO AND NORTH COTABATO | NCMF Davao Regional Office - Pelayo Bldg., Juan Luna St., Davao City Tel. No. (082) 227-5537 |
| ZAMBOANGA | NCMF Zamboanga Regional Office - Elvira Drive, Upper Calarian, Zamboanga City Tel. No. (062) 991-3156 |
| BASILAN | NCMF Basilan Provincial Office - Isabela, Basilan Tel. No. (062) 200-7689 |
| SULU | NCMF Jolo Regional Office - 2nd Floor Tankee Bldg., Salih Yusah; (Formerly Serrantes) St., Jolo, Sulu Tel. No. (062) 412-2871 / (062) 412-2872 local 2354 |
| TAWI-TAWI | NCMF Tawi-Tawi Provincial Office - Bongao, Tawi-Tawi Cellphone No. (0920) 234-8881 |
| <i>Note: The extent of authority delegated to the Regional Registration and Processing Centers does not include Application for Visa and securing of Travel Tax Exemption Certificate (TEC).</i> | |

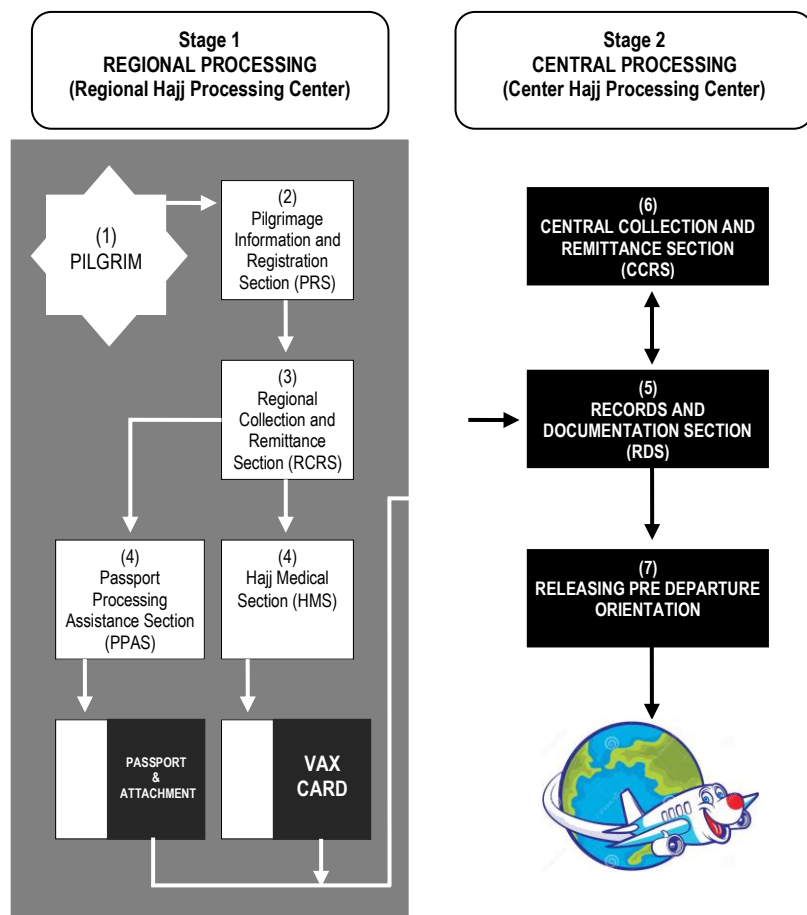
| REGISTRATION AND PROCESSING CENTERS | |
|-------------------------------------|--|
| PERSONAL REQUIREMENTS | <ol style="list-style-type: none"> 1. Personal Interview of the applicant 2. Personal appearance of the applicant at any DFA Consular Office upon filling of application for Hajj passport. |
| SPECIAL PERSONAL REQUIREMENTS | <ol style="list-style-type: none"> 1. Female applicants must be traveling with Mahram; 2. Minor applicants (14 years old and below) must be accompanied by both parents; and 3. Old-aged and handicapped applicants must be accompanied, at all times, by a physically fit relatives |
| DOCUMENTARY REQUIREMENTS | <ol style="list-style-type: none"> 1. Application for Pilgrimage (Hajj Form No. 1) 2. Joint Affidavit of Two disinterested Persons/NSO authenticated with birth certificate of the applicant; 3. Medical Certificate by an authorized physician certifying that the pilgrim has been vaccinated against meningitis and attesting that he/she is fit to perform the pilgrimage; 4. Application for Hajj passport (DFA Form supplied); 5. Certificate of Ethnic Membership (CEM) (Hajj Form No. 2) 6. Six (6) copies of passport size (1.77" x 1.37") recent colored photos in royal blue background; headdress in photos must be in dark color (black, brown, etc.); Two (2) copies of passport size photo in plain white background; and Two (2) copies ID size (1' x 1'). |
| SPECIAL DOCUMENTARY REQUIREMENTS | <ol style="list-style-type: none"> 1. For Reverts/Balik-Islam: Duly authenticated Certificate of Revision/Conversion to Islam; 2. For woman-pilgrim whose Mahram is her husband Marriage Contract or Joint Affidavit of Marriage; 3. For Government Official/Employee - appropriate travel order and Certificate of clearance from Property accountability; |

REGISTRATION PROCEDURES

Shown below is a diagram charting the flow of the documentation process and procedures that shall be observed to ensure compliance to requirements of concerned offices/agencies and thus avoid any delay that may hamper the travel for Hajj.

HAJJ TRAVEL DOCUMENTATION

Procedural and Functional Flow



Note: Personal appearance of the applicant is necessary in Stage 1 to ensure compliance with DFA and KSA requirements

SCHEDULE OF FEES

PAYABLE in PHILIPPINE PESO²

| PARTICULAR OF PAYMENT | AMOUNT |
|--|-------------------|
| Processing, Miscellaneous and other Incidental fees: | |
| a. Vaccination fee ³ (Meningococcal) | P 1,815.00 |
| b. Miscellaneous and Other Incidental Expenses (Retention for registration centers of P150.00) | 300.00 |
| *Payment under this schedule has decreased by P200 after the TTEC fee has been waived by the DOT and the TIEZA thru the efforts of the NCMF including the inoculation of the Flu and Pneumonia Vaccines which is now FREE. | |
| TOTAL in PHILIPPINE PESO | P 2,115.00 |

1 Airplane fare is excluded, as the pilgrims are accorded free choice of travel agencies and airline, but for the convenience of the pilgrims, it is required that they take direct flights from Manila to Madinah as indicated in the Mother Contract.

2 To be paid through NCMF Peso account for Hajj 2016 at the Philippine National Bank (PNB) with Account Name: NCMF HAJJ TRUST FUND account No.: 5108134000032

3 PITC notice of vaccine price increase (**Subject to change without prior notice**)

Note:

1. The Hajj applicant shall personally pay the passport fee directly to the Office of Consular Affairs, DFA
2. In case the pilgrim is willing to give a Murshid Service Fee, it shall be paid directly to the Murshid/Sheik and shall not exceed Two Hundred US Dollars (US 200.00)
3. It shall be strictly observed that Registrations and Mutawiff fees be paid simultaneously.
4. For **NON-REGULAR PASSPORT HOLDER; NO REGISTRATION** will be accepted unless the applicant bears a valid proof of passport application.
5. It should be emphasized to the Sheik/Group Leader that their Jama'ahs shall be a minimum of 45 and maximum of 48 including the Sheik.
6. No refunds shall be entertained after the deadline of registration (May 25, 2017).

ALL EXCESS PAYMENTS MADE BY THE PILGRIMS, IF ANY, SHALL BE DULY REFUNDED.

| SCHEDULE OF FEES | | |
|---|--------------------|--------------------|
| PARTICULAR OF PAYMENT in US DOLLARS | AMOUNT | |
| | Le Meridien | Misfalah |
| 1. Entrance Fees (representing transportation within the Kingdom, tent accommodation and other services in Arafat and Mina) ⁵ | \$ 373.00 | \$ 373.00 |
| 2. Food in Arafat and Mina ⁴ | 167.00 | 167.00 |
| 3. Hotel in Madinah Al-Munawarah (with breakfast) | 174.00 | 174.00 |
| 4. Hotel/Housing in Makkah | 1,287.00 | 1,179.00 |
| 5. Insurance | | |
| a. Moassassa 13.50 | 18.00 | 18.00 |
| b. Naqaba 4.50 | | |
| 6. Saudi Bank Charges | 1.00 | 1.00 |
| TOTAL FEES..... | \$ 2,020.00 | \$ 1,912.00 |
| <p>¹ Excluding fees that are not payable through NCMF, like airfare. But for the convenience of the pilgrims, it is required that they take direct flights from Manila to Madinah as indicated in the mother Contract.</p> <p>² To be paid through the NCMF US Dollar Account for Hajj 2016 at the Philippine National Bank (PNB) with account name: NCMF HAJJ TRUST FUND Account No.: 5108134000016</p> <p>³ Insurance fee of US18.00 is refundable if no untoward incidents happen, Insha-Allah.</p> <p>⁴ MOASSASSA price increase of food at Arafat and Mina.</p> <p>⁵ 87.50 SR is deducted since all pilgrims will land in Madinah airport pursuant to the Mother contract between the Ministry of Hajj and NCMF</p> | | |
| NOTES TO THE SCHEDULE OF FEES | | |
| <ol style="list-style-type: none"> 1. Plane fare is directly paid by the pilgrims to the travel agency of their choice. 2. Pilgrims are also required to offer UDHIYA. 3. It shall be strictly observed that registration & Mutawiff fees be paid simultaneously. 4. For NONE REGULAR PASSPORT HOLDER, no registration/Booking will be accepted unless the applicant bears a valid proof of passport application. 5. It should be emphasized to the Sheik/Group leader that their jama'ahs shall be a minimum of 45 and a maximum of 48 including the Sheik. 6. Strictly swapping is not allowed. 7. *Increase in NAQABA is 100% from SR180 to SR360 for BUS UPGRADING in Mashair and MOASSASSA for an additional SR280 for TENT UPGRADING in Arafat | | |

| REQUIREMENTS FOR HAJJ VISA APPLICATION |
|---|
| <ol style="list-style-type: none"> 1. Passport for legal travel documents valid for at least 6 months. 2. Two recent passport photographs with white background. 3. Visa application form for Hajj visas signed and stamped by NCMF, Original or legible photocopies of the visa application forms are acceptable 4. Airline ticket. Each applicant must be in possession of roundtrip ticket with confirmed reservation 5. Vaccination certificate from the Bureau of Quarantine. Parents of children aged three months to twelve years old should have their child/children seen by a primary care doctors. 6. <i>Mahram</i>- All female intending pilgrims are required to travel for Hajj with a <i>Mahram</i> (male escort- close relative). Proof of <i>Mahram</i> relationship must be submitted. Females over the age of 45 can travel without a <i>Mahram</i> with an organized group. She must, however, submit no objection letter from her husband, son or brother, authorizing her travel for Hajj with the named group. Such letter should be notarized by a notary public. The <i>Mahram</i> should write his complete information on the application of wife and children, or any other relative whom he is travelling with. Marriage and birth certificates issued outside of the Philippines should be translated and notarized from a certified translations office. Applicants under the legal age will not be granted a Hajj visa if not accompanied by their parents. 7. Hajj visa is granted gratis. Applicants for Hajj visas should course their applications through the national Commission on Muslim Filipinos. This is a standing policy of the Royal embassy of Saudi Arabia, Manila, Philippines. |