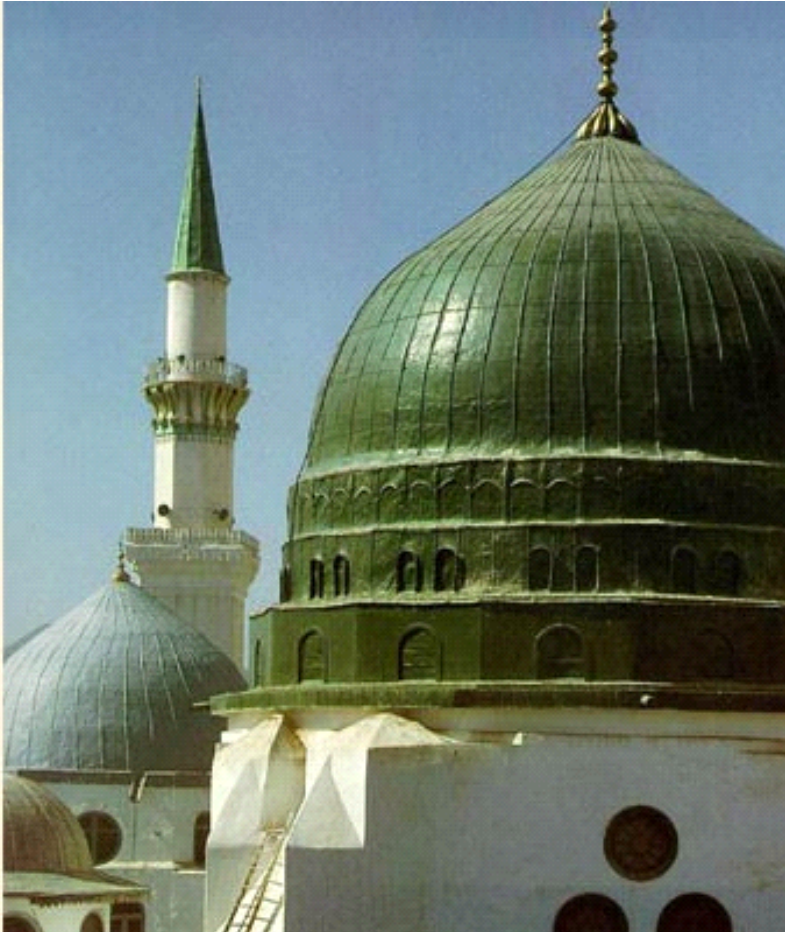




Office of the President of the Philippines
National Commission on Muslim Filipinos
Bureau of Pilgrimage and Endowment

1431H / 2010G UMRAH GUIDELINES



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M E S S A G E

Assalamu alaikom

The publication of this (1431 Hijrah) Umrah Guidelines is an earnest effort of the Management Team of the newly created National Commission on Muslim Filipinos (NCMF), the immediate successor of the erstwhile Office on Muslim Affairs (OMA), to simplify and make more effective the observance of procedures and requirements relative to the Umrah hajj program. It is aimed at providing broad dissemination of pertinent data and information relating to the conduct and supervision of the annual Umrah (little) hajj, including the observance of new regulations being implemented by the host government.

It is my fervent wish that this modest publication will gain the support and cooperation of intending Umrah pilgrims to make their religious journey a memorable and successful undertaking.

May this year's Umrah be a successful one, it being among the 2nd major undertakings of the new Commission.

BAI OMERA DIANALAN-LUCMAN
Secretary

CRITERIA AND REQUIREMENTS FOR ACCREDITATION OF SHEIKH/MURSHID

Pursuant to Section 8, par. (q), R.A. 9997, empowering the National Commission on Muslim Filipinos (NCMF) to formulate necessary rules and regulations to ensure the success of the annual Hajj, as well as Section 11, paragraph (e) of the same Act, enjoining the Bureau of Pilgrimage and Endowment (BPE), NCMF, to accredit qualified and deserving Sheikhs, the following criteria and requirements are hereby prescribed in their accreditation, viz:

1. All applicants for Sheikh shall apply in writing and accomplish the Application Form for Accreditation;
2. He must be mentally and physically fit as certified by a government physician;
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 proficient in Islamic values and Hajj rituals as certified by the BPE Director;
5. He must be of good moral character and of good reputation, which shall be supported by an NBI or Police Clearance and a Certificate from the Barangay Chairman of his residence;
6. He must have performed Hajj at least two (2) times for the past five (5) years, the last of which should be the preceding Hajj season as certified by the BPE Director;
7. The applicant must agree to abide by the Hajj rules and regulations and sign an undertaking or contract of service with BPE-NCMF;
8. The applicant must have undergone and completed the Trainer's Training Program on Hajj Awareness Program (HAP) as attested by the BPE Director;
9. He must have no record of violation or unbecoming conduct and must be cleared of any Hajj/Umrah obligations as certified by the BPE Director; and
10. Application for Sheikh Accreditation shall be endorsed by the NCMF Regional Director upon compliance of all requirements.

The accreditation shall be valid for one (1) Hajj season.

CRITERIA AND REQUIREMENTS FOR ACCREDITATION OF TRAVEL AGENCY

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 Umrah/Hajj, the following criteria and requirements in the accreditation of Travel Agencies participating in the Hajj operations are hereby prescribed:

1. The Travel Agency must submit a letter of intent and the profile of the company;
2. It must be a member of the International Association of Travel Agencies (IATA);
3. It must have good track record in handling ticketing and reservations for overseas travelers;
4. It must have an office in Metro Manila;
5. It must not have a derogatory record with the Royal Embassy of the Kingdom of Saudi Arabia;
6. It must be financially capable to put up an advance payment to the airline of the required particular fare percentage as set by the airlines; and
7. Accreditation is valid only for one (1) Hajj season without prejudice to renewal.

CALENDAR OF EVENTS/ACTIVITIES UMRAH 1431H(2010)

DATE/	EVENT/ACTIVITY
April—May	<ul style="list-style-type: none"> • Procurement of supplies and materials • Conduct of information disseminations and awareness promotions activities on Umrah • Request funding for and procurement of the required medicines and vaccines • Accreditation of depository bank for Umrah and Hajj and opening of Hajj/Umrah Fund account • Meetings and coordination with concerned agencies and organization
June 14	<ul style="list-style-type: none"> • Accreditation of Sheikhs/Murshideen • Opening of registration for Umrah
July	Medical examination and Administration of vaccines for Umrah pilgrims
July 2	Last day of registration for Umrah applicants without valid passport
July 9	Last day of registration for Umrah applicants with valid passport
August 11	First day of Ramadhan (tentative)
August 21	First SV outbound flight for Umrah
August 22	Second SV outbound flight for Umrah
August 24	Third SV outbound flight for Umrah
September 9	Eidel-fit'r (tentative)
September 11	Start of SV inbound flight from Umrah

WHEN TO REGISTER FOR UMRAH

Registration for Umrah 1431H (2010) shall be accepted starting **14 June 2010** until and **NOT LATER than 02 July 2010** for applicants without valid passport and **NOT LATER than 09 July 2010** for applicants with valid passport.

WHO IS QUALIFIED TO PERFORM UMRAH

A Muslim who is Financially Capable;	<ul style="list-style-type: none"> • Has the capability to pay his 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 pilgrimage is not a result of borrowings and begging.
Physically and Mentally Fit as confirmed by a Physician; and	<ul style="list-style-type: none"> • Must be in good health; • Must not have a communicable disease; and • If partially disabled (one who can at least sit and stand), must travel with an aide at all times.
Spiritually Prepared.	<ul style="list-style-type: none"> • His intention is sincere and is aimed only to seek Allah's pleasure; • Familiar with the stages/rituals of the Umrah and other recommended devotional acts; and • Has good moral character.

SV FLIGHTS SCHEDULE FOR UMRAH*

Departure (MNL-JED)	Return (JED-MNL)	Number of Seats	Duration (inclusive)
SV875/21AUG	SV860/12SEP	200	23 days
SV863/22AUG	SV868/14SEP	200	24 days
SV871/24AUG	SV876/16SEP	100	24 days
TOTAL NO OF SEATS		500	
* Accommodation in the above schedule shall be made on a First-Come-First-Serve basis.			

REQUIREMENTS FOR VISA APPLICATION

- Umrah visa application form accompanied by two (2) recent standard colored passport size photograph.
- Passport must be valid for a minimum period of six (6) months.
- Vaccination certificate from the Bureau of Quarantine. Parents of children aged three months to twelve years old should have their child/children seen by primary care doctors.
- A round trip ticket to and from Saudi Arabia with confirmed reservation.
- A married couple applying for Umrah visas but who have different last names or whose children bear last name different from that of their father, should attach copies of their marriage certificate and copy of their children's birth certificates.
- Umrah visas are granted gratis.
- For those who recently embraced Islam and have not previously performed Umrah or Hajj, a Certificate of Conversion to Islam from the National Commission on Muslim Filipinos (NCMF) is required.

SCHEDULE OF UMRAH FEES*			
PARTICULAR	US Dollar	PhilPeso	
		With valid passport	Without valid passport
1. Registration and Documentation (including passport fee—P950; TTEC fee—P200; and Miscellaneous fee—P300)		500.00	1,450.00
2. Mutawiff Fee (including Housing in Makkah; Hotel in Madinah; Transportation [Jeddah-Madinah-Makkah-Jeddah])	650.00		
3. Murshid Service Fee	100.00		
4. Other Charges (Bank Service Charge—\$10 + Visa processing fee of \$14)	24.00		
TOTAL	774.00²	500.00³	1,450.00³

* Excluding Plane Fare and other airline charges. Per quotations made, Saudia Airlines rates for 1431/2010 *Umrah* amounted to a total of **US\$1,154.00**. For inquiries, call or visit Saudi Arabian Airlines, 4F Metro House Bldg., 345 Sen. Gil Puyat Ave. Ext., Makati City, Tels. 890-66-02/890-66-04)

¹To be paid through the BPE-NCMF Accredited Depository Bank for 1431H (2010) Umrah Operation.

²To be paid to the BPE Collection Officer for Umrah.

NOTE: RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Reminders:

- No refund of Mutawiff Fee shall be made on any Umrah applicants after issuance of MOFA/Visa by the Ministry of Hajj, KSA thru the Umrah Service Provider in Makkah.
- Mutawiff Fee covers: **Hotel** in Madinah and Makkah for 3 nights and 20 days, respectively; and Transportations from Jeddah-Madinah, Madinah-Makkah and Makkah-Jeddah Airport.
- All Umrah Pilgrims are required to take the bus of the service provider upon disembarkation at Jeddah airport.
- The service provider in Makkah will not shoulder any travel/hotel cost incurred by Umrah pilgrims if they decide to stay first in Makkah.

REQUIREMENTS FOR REGISTRATION	
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 at the time the application for Umrah passport is filed therewith.
SPECIAL PERSONAL REQUIREMENTS	<ol style="list-style-type: none"> 1. Female applicants must be traveling with a Mahram; 2. Minor applicants (14 years old or below) must be accompanied by both parents; and 3. Old-aged and handicapped applicants must be accompanied, at all times, by a physically-fit relative/s.
DOCUMENTARY REQUIREMENTS	<ol style="list-style-type: none"> 1. Application for Pilgrimage (Umrah Form No. 1) 2. Joint Affidavit of Two Disinterested Persons/NSO-authenticated 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 Umrah passport (DFA form supplied); 5. Certificate of Ethnic Membership (CEM) (Hajj Form No. 2); 6. Six (6) copies of 1.77" x 1.37" recent colored photos in royal blue background, headdress in photo must be in dark color (black, brown, etc.); Two (2) copies in plain white background; and Two (2) copies ID size.
SPECIAL DOCUMENTARY REQUIREMENT	<ol style="list-style-type: none"> 1. For Reverts/Balik-Islam—Duly authenticated Certificate of Reversion/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; and 4. Other travel document as may be required.

PASSPORT APPLICATION GUIDELINES

Applicants with valid passports are not required to submit a birth certificate issued or authenticated by the National Statistics Office as a requirement for the issuance of Umrah passport (Section 3, Article 8 of DFA Department Order No. 11-97), however, new applicants are required to appear personally at the time of application at any authorized issuing office (e.g. DFA-Manila or DFA Regional Consular Office), with the required documents.

New applicants who are able to comply with the documentary requirements prescribed under Article 6 of said Department Order are automatically issued E-passports with a validity of Five (5) years.

WHERE TO REGISTER FOR UMRAH

Application may be filed in any NCMF designated Pilgrimage Registration & Processing Centers, but will only be finalized when application is submitted to the Bureau of Pilgrimage and Endowment (NCMF-BPE Central Office), with address at:

3rd Floor Jocfer Annex Building
Commonwealth Avenue, Diliman, Quezon City

REGISTRATION & PROCESSING CENTERS

REGION/AREA	OFFICE, ADDRESS & CONTACT NOS.
NCR/METRO MANILA	3/F Jocfer Annex Bldg., 79 Commonwealth Ave., Quezon City, Tel. No. (02)952-64-90 local 120; (02)952-4727; Telefax No. (02) 952-4813
	NCMF NCR Regional Office, Manila Golden Mosque Compound, Quiapo, Manila Tel. No. (02)466-89-66 Telefax No. (02) 492-82-17
NORTH LUZON	NCMF Pampanga Regional Office, 3/F Jewels Bldg., Jose Abad Santos St., Barangay Sto. Rosario City of San Fernando, Pampanga. Telefax No. (045) 961-07-82
SOUTH LUZON, PALAWAN	NCMF Palawan Provincial Office, Abad Santos St., Puerto Princesa City, Palawan
VISAYAS	NCMF Cebu Regional Office, 4/F GTC Building, Borromeo St., Cebu City, Telefax No. (032) 419-95-48
NORTHERN MINDANAO	NCMF Cagayan de Oro Regional Office, 123, 8th Nazareth St., Cagayan de Oro City, Tel. No. (088) 857-55-86
LANAO DEL NORTE	NCMF Lanao del Norte Provincial Office, Provincial Capitol, Government Center, Tubod, Lanao del Norte
LANAO DEL SUR	NCMF Marawi Regional Office, Saduc, Marawi City, Tel. No. (063) 352-0342
MAGUINDANAO AND COTABATO	NCMF Cotabato Regional Office, ARMM Compound, Cotabato City; Tel. No. (064) 421-30-92
SOCSARGEN	NCMF General Santos Provincial Office, OMA Bldg., General Santos City, Tel. No. (083) 552-49-65
DAVAO	NCMF Davao Regional Office, Pelayo Bldg., Juan Luna St., Davao City, Tel. No. (082) 227-55-37
ZAMBOANGA	NCMF Zamboanga Regional Office, Elvira Drive, Upper Calarian, Zamboanga City, Tel. No. (062) 991-31-56
BASILAN	NCMF Basilan Provincial Office, Isabela, Basilan, Tel. No. (062) 200-76-89
SULU	NCMF Jolo Regional Office, 2nd Floor Tankee Bldg., Salih Yusah; (Formerly Serrantes) St., Jolo, Sulu, Tel. No. (062) 412-28-71/412-28-72 local 2354
TAWI-TAWI	NCMF Tawi-tawi Provincial Office, Bongao, Tawi-tawi, CF# 0920-2348881

Note: The extent of authority delegated to the Regional Registration & Processing Centers **does not include** Application for Visa, securing of Travel Tax Exemption Certificate (TTEC), Air Transportation Booking and Ticketing.