



Hajj & Umrah Services Guide

Service: Issue permit for relocating
operator's office/branch



About the service

Hajj campaign operators can apply for relocating their head/ branch offices to another city or emirate of their choice.



Service Process

1 Operator applies for relocating head / branch office by sending email to Hajj and Umrah Division at the Awqaf branch office that the operator is affiliated to.

2 Approval will be issued by the branch directly in case the relocation is in the same emirate/ city.

3 In case relocating to another emirate/ city, Hajj and Umrah Division at the Awqaf branch will forward the application to the Hajj and Umrah Department, which will in turn refer it to the licensing committee. The latter will either approve or reject the application.

4 Upon approval by the committee, the applicant will be advised to visit the concerned branch to collect the approval and details of required fee payment.

5 Applicant will then pay the relocation fees by depositing the amount in the account and submitting payment receipt to the Hajj and Umrah division.

6 Applicant relocates to the new office.

7 Hajj and Umrah division inspects the new office to ensure adherence to all terms and requirements.



Processing time

Transaction will be completed within two months.