



The Presidency

**NATIONAL HAJJ COMMISSION OF NIGERIA  
(NAHCON)**

# **GUIDELINES**

For

**LICENSING OF STATE MUSLIM PILGRIMS  
WELFARE  
BOARDS/AGENCIES/COMMISSIONS**

**(APRIL, 2019)**

**NATIONAL HAJJ COMMISSION OF NIGERIA  
(NAHCON)**

**SMPWB/A/C**  
**SMPWB/A/C Licensing Guidelines**

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## 1.0 PREAMBLE

- 1.1 The National Hajj Commission of Nigeria (NAHCON), hereby issues the following Licensing Guidelines to all the State Muslim Pilgrims Welfare Boards/Agencies/Commissions (SMPWB/A/C) so as to guide and set standards in the conduct and provision of **Hajj/Umrah** Services to Nigerian pilgrims.
- 1.2 That all SMPWB/A/C engaged in organizing and coordinating the movement of persons from Nigeria to Saudi Arabia to perform **Hajj/Umrah** and other services related to the performance of **Hajj/Umrah** to pilgrims in Saudi Arabia shall obtain a License from the Commission in line with the provision of Section 4(1)(a) of NAHCON (Establishment) Act, 2006.

## 2.0 Requirements for License Application

All SMPWB/A/C must fulfill/possess the following:

### 2.1 Pre-Licensing Requirements:

- 2.1.1 Be a body established by law of a House of Assembly of a State or such a parastatal/organization established by a State Government or the Federal Capital Territory (FCT) or the Nigerian Armed Forces;
- 2.1.2 Evidence of existence of a standard corporate head office from which it carries out its operation;
- 2.1.3 Evidence of certified true copies of letters of appointment of the Board members and Management staff of the SMPWB/C/A;
- 2.1.4 The SMPWB/C/A shall have a minimum of the following Departments and/or Units: Finance/Admin, Operations, Planning, Pilgrims Education and Orientation, Information and Communication Technology (ICT) and Legal;
- 2.1.5 Submission of the organogram of the SMPWB/A/C and curriculum-vitae (CV) of the senior management team and their schedule;
- 2.1.6 A sworn affidavit indicating that all documents submitted are genuine and verifiable;



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- 2.1.7 Payment of the sum of **=N=50,000.00** (Fifty Thousand Naira) or any other amount as may be prescribed by the Commission, in Bank Draft, being the non-refundable application fee;
- 2.1.8 License issued under this guideline is for (24 months) two years, or such other period as may be prescribed by the Commission unless suspended, withdrawn or revoked.

## 2.2 APPLICATION PROCEDURE

The SMPWB/A/C shall:

- i) Submit a formal written application online addressed to the Chairman/CEO along with the prescribed non-refundable application fee.
- ii) Obtain license application form online upon payment of the prescribed fees.
- iii) Complete and submit the form within the prescribed period stated in the form.

## 2.3 POST LICENSING REQUIREMENTS

- 2.3.1 Payment of the sum of **=N=100,000.00 (One Hundred Thousand Naira)** to the Commission as licensing fee after approval but precedent to the issuance of the license.
- 2.3.2 Submission of comprehensive pre-Hajj arrangements/plan and post Hajj report.
- 2.3.3 Submission of executed contract agreements in feeding, accommodation, and suitcase.
- 2.3.4 Coordinate the airlift of pilgrims, luggage and transportation to and from the local governments of intending pilgrims to their departure centers and subsequent return.

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## 3.0 PURPOSE OF LICENSE:

License issued by the Commission is for the purpose of:

- i) Ensuring that all SMPWB/A/C have the minimum prerequisite requirements for organizing smooth, effective, efficient and well coordinated Hajj services as prescribed by the NAHCON Act.
- ii) Serving as a legal instrument with all the rights and privileges of engagement with service providers in Nigeria or Saudi Arabia for Hajj purposes.

## 4.0 CONDITIONS FOR LICENSE:

The following conditions are attached to each license.

- i) The License issued to the SMPWB/A/C shall not be assigned, part with any interest in it, grant or delegate any of the rights conferred by it;
- ii) The obligations and restrictions imposed by this License are in addition to and not in substitution for the obligations and restrictions imposed or implied by law; and
- iii) License must be displayed in a conspicuous place at the operational Head Office of the SMPWB/A/C.

## 5.0 Renewal of License:

All applications for renewal of License must be supported by the following documents or (updated version if any):

- i) the enabling law or existing authorization that established the organization;
- ii) letter of appointment of the subsisting Board members and Management staff;
- iii) curriculum vitae (CV) of the subsisting Executives of the SMPWB/C/A;
- iv) the organogram of the organization;
- v) sworn affidavit in support of any change; and

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- vi) payment of the renewal fee of **N100,000.00** (one hundred thousand Naira) or as may be otherwise prescribed.

5.1 Applications for the renewal of license must be done 3 months prior to the expiration of the current license.

**6.0 CLASSIFICATION OF LICENCES:**

6.1 The Commission shall classify every license issued to SMPWB/C/A in a class consistent with the minimum standard with which it is proposed to operate.

6.2 For the purposes of this guideline a SMPWB/C/A may be classified as follows;

- i) Category A;
- ii) Category B;
- iii) Category C;

6.3 Slot allocation will be based on SMPWB/C/As performance in the pilgrims' welfare services, adherence to rules and regulations, demand, utilization of previous year's allocations and such other factors to be determined by the Commission.

**7.0 CONDITIONS FOR WITHDRAWAL, SUSPENSION OR REVOCATION OF LICENSE:**

7.1 Any violation of the under listed conditions shall attract penalties or lead to suspension/withdrawal or revocation of the license. Similarly, the Commission may order for the withdrawal, revocation and or suspension of a license where it appears to the Commission after due enquiry that –

- a) The SMPWB/A/C is being operated in a dubious and fraudulent manner;
- b) The SMPWB/A/C has/have failed, refused or ignored to comply with the directives issued by the Commission under all its guidelines;



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- c) The Commission is satisfied that the operation of the SMPWB/A/C may constitute a danger to the pilgrims who may use the services of the SMPWB/A/C;
  - d) The SMPWB/A/C is ordered by a competent Court of law to stop or suspend its operation;
  - e) The SMPWB/A/C have provided false information or falsified documents.
  - f) The SMPWB/A/C is ordered by a competent Court of law to stop or suspend its operation;
  - g) The SMPWB/A/C have provided false information or falsified documents.
- 7.2 The Commission may by notice in writing require the SMPWB/A/C to remedy the defect within such period as may be specified in the notice and on failure to remedy the defect to the satisfaction of the Commission within the specified period, the Commission may withdraw, revoke or suspend the license issued in respect of such SMPWB/A/C.
- 7.3 Where a license is revoked or suspended under these Guidelines, the Commission shall by registered post, courier service, e-mail or any other appropriate manner inform the SMPWB/A/C of the revocation or suspension which shall take effect immediately.

**8.0 MINIMUM STANDARD FOR HAJJ SERVICES:**

For the purposes of this guideline, the following are basic requirements for Hajj Services which all SMPWB/C/A should comply with and those other additional services that may be negotiated and contracted with their pilgrims:

- i) Screening and ensuring that the intending pilgrim(s) is/are eligible to undertake the Hajj pilgrimage.
- ii) Verification and confirmation of ownership and validity of pilgrims' travel documents.

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- iii) Securing of the appropriate Hajj visa for the pilgrim(s).
- iv) Accommodation arrangements throughout the agreed duration of the pilgrims' valid stay in Makkah.
- v) Arrangements for the pilgrims' transportation within Nigeria.
- vi) Arrangement for appropriate logistics for the management and evacuation of pilgrims' luggage in Nigeria.
- vii) Liaise with the National Hajj Commission of Nigeria for pilgrims' transportation in Saudi Arabia.
- viii) Ensure strict compliance with Performance Status Report (PSR).
- ix) Organize enlightenment program on Hajj rites, rules and regulations governing the trip and other general advice.
- x) Issuance of receipts for all payments made by intending pilgrim(s)

### 9.0 INSPECTION AND MONITORING:

9.1 The inspection and monitoring of the SMPWB/C/A will be carried out by

the Commission or any person so authorized with or without prior notice and a written report of such inspection shall be considered for qualitative assessment.

9.2 The issuance/reissuance of license to the SMPWB/C/A shall be further guided by the results of the inspection and outcome of any investigation or complaints against the SMPWB/C/A.



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**10.0 PENALTIES FOR ABSCONDERS:**

**10.1 For State Welfare Boards:**

Reduction in number of slot allocation (10 seats per 1 absconder) and payment of (N1, 000,000) One Million Naira fine by the State Muslim Pilgrims Welfare Board/Agencies/Commission) to be paid to Commission and possible prosecution

**10.2 For Guarantors**

A fine of (N1, 000, 000) One Million Naira by the Guarantor who stands as surety by the pilgrim to be paid to Commission and possible prosecution.

**11.0 MISCELLANEOUS PROVISIONS:**

**11.1 *The Commission further reserves the right to on reasonable suspicion as it deems fit withdraw, suspend, revoke any license issued, and may refuse to issue license to any applicant as provided under section 16(3) of NAHCON (Establishment) Act, 2006.***

**11.2 *The Commission will publish the classification of the various SMPWB/C/A for the general information of the public.***

**NOTE:**

***These guidelines provide for licensing of State Muslim Pilgrims' Welfare Board/Commission/Agency requirements and may be reviewed by the Commission from time to time as the need arises. Noncompliance with any provision of this guideline shall attract sanction in line with the extant provisions provided under the Hajj & Umrah (Registration, Licensing and Operations) Regulations, in addition to reduction of slot allocation.***