

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
Islamabad

F.No. 12(22)S(W)2022/266310

Dated: 30th December, 2022

Circular

Subject: MEMORANDUM OF UNDERSTANDING BETWEEN FBR AND AI-SADI GROUP OF TRAVELS (PVT) LTD. ISLAMABAD/PESHAWAR

I am directed to refer to the above noted subject and to state that an MOU between Federal Board of Revenue (FBR), HQ's and Al-Sadi Group of Travels (PVT) Ltd. 1st Floor Madina Plaza, Jinnah Avenue, Blue Area, Islamabad and 17 Super Market, Cantonment Plaza, Sadar Road, Peshawar has been signed, to avail the facilities of air tickets and reservation of hotels (domestic and International) on discounted rates with the following agreed discounted rates/facilities: -

- i. FBR shall not be responsible for financial liability of any employee towards Al-Sadi Group of Travels (PVT) Ltd. nor shall reimburse any expenditure on behalf of any of its employee. All FBR's employees will be personally liable for any payment towards Al-Sadi Group of Travels (PVT) Ltd. whether in cash or otherwise.
- ii. In case of urgency, Al-Sadi Group of Travels (PVT) Ltd. shall ensure providing the ticket on priority within scheduled time as required by FBR employee.
- iii. In case of urgency, if the lower-class seat is not available in a certain flight/ date, the Al-Sadi Group of Travels (PVT) Ltd. will inform in time and get approval (verbal or written) for booking and issuance of the tickets on alternate available date and class.
- iv. Al-Sadi Group of Travels (PVT) Ltd. shall provide different domestic airlines fare plus 0% (free) service charges on basic fare, and not on ticket full value.
- v. Al-Sadi Group of Travels (PVT) Ltd. shall provide different International airlines tickets fare plus 1% service charges instead of 5% routine charges on basic fare and not on ticket full value.
- vi. In case of ticket refund, Al-Sadi Group of Travels (PVT) Ltd. would not add any service charges except airline refund charges.

- vii. In case of ticket re-issuance/date change, Al-Sadi Group of Travels (PVT) Ltd. shall not add any service charges except airline change charges.
- viii. If passenger misses the flight, then it would be considered as "No Show", and Al-Sadi Group of Travels (PVT) Ltd. will charge only "No-Show penalty" as per airline charges.
- ix. There shall be no service charges if any of the flight is cancelled by airlines and the total amount shall be refunded.
- x. "Layover Hotel Accommodation" will be provided in case of international travel (stay over 10 hours or more), if FBR employees / travelers meet conditions of the airlines.
- xi. "International Hotel Bookings" shall be charged @5% instead of 10% i.e. routine regular fee of the airlines.
- xii. No fee will be charged for "Visa processing" procedure except Visa Fee charged by the concerned embassy/visa issuing authority.
- xiii. 24-hour Emergency Assistance shall be provided without any extra charges.
- xiv. In case of Travel Insurance Assistance is required, no extra charges shall be applied except insurance company fee.


(Kashif Sohail)

Second Secretary (Welfare)

Ph. No. 051-9207973

Distribution:

1. All Members/DGs, FBR (HQ).
2. Chief Commissioners (LTO/RTOs) Islamabad /Rawalpindi/Peshawar.
3. Chief Collector Custom (North), Islamabad.
4. Chief Collectors Customs(enforcement/appraisement) Peshawar.
5. All Chief, FBR (HQ).

Copy to:

1. SA to the Chairman, FBR, (HQ's), Islamabad.
2. PS to the Member (Admn & HR), FBR, (HQ's), Islamabad.



MEMORANDUM OF UNDERSTANDING

(1st January, 2023 to 31st December, 2023)

Between

“Supplier”

“Buyer”

Al-Sadi Group of Travels

Office No. 10-A, 1st Floor Madni Plaza,
Block No. 46, Jinnah Avenue Blue Area
Islamabad, Pakistan
051-2342115-17, info@alsadigroup.com
www.alsadigroup.com

AND

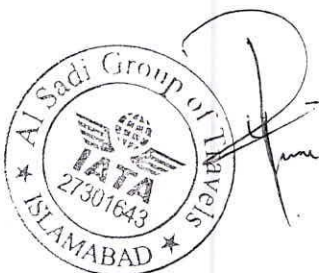
17 Super Market, Cantonment Plaza,
Sadar Road, Peshawar
Ph. 091-284710

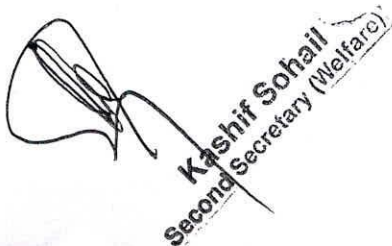
AND

Fedral Board of Revenue (FBR) Head Quarter

Constitution Avenue, G-5, Islamabad
Tel# 051-9207973

For the purpose of providing /contracting




Kashif Sohail
Second Secretary (Welfare)



Office 9-A, 1st Floor, Madni Plaza,
Block # 46, Jinnah Avenue, Blue Area, Islamabad
(051) 234-2115 - (051) 234-2116 - (051) 234-2117
info@alsadigroup.com



Al Sadi Group of Travels

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Air Ticketing Management Services

Federal Board of Revenue (FBR)

Al-Sadi Group of Travels

This Understanding is made on **1st January, 2023** between **Al-Sadi Group of Travels (PVT) Ltd.** Islamabad having its registered **Office No.9-A, 1st Floor Madni Plaza, Block No.46 Jinnah Avenue, Blue area, Islamabad** and hereinafter referred to as the "Supplier" of which expression shall include its representatives, successors –in-interest and assigns of the one part.

And

Federal Board of Revenue having its Office on Shahrah-e-Dastoor, Islamabad and hereinafter referred to as the "Buyer" of the other part.

WHEREAS:

1. The **Al-Sadi Group of Travels (PVT) Ltd.** agrees to supply to the "Products (National/International Air Tickets) and Services" to the employees of FBR and their dependents including parents of the ("**Employees**") and FBR agrees to avail such services subject to the terms and conditions set out herein; and
2. The Parties are now entering into this MoU to set out the understanding between Parties in relation to the provision of services for the employees of FBR.

3. **TERMS OF THE MOU:**

- 3.1 This MoU shall remain valid from the date of signing and may be discontinued by either party by giving one month's written notice to the other party through the post or by hand delivery.
- 3.2 The agreed rates and services shall be valid initially for a period of **one (01) year** commencing from the signing date and, thereafter, the same may be revised with mutual agreement between the Parties for subsequent periods.
- 3.3 Both parties (Supplier/Buyer) shall not assign its rights, obligations and interest under this MoU to third Parties or Affiliates, in whole or in part without the prior written consent of one another.
- 3.4 The rates/ facilities to be provided to FBR employee should be lowest as compared to all other reputable travel groups/agents. In case, any other travel groups/agents' rates and facilities are found lower as compared to Al-Sadi Group, then the rates/facilities



Kashif Sohail
Second Secretary (Welfare)

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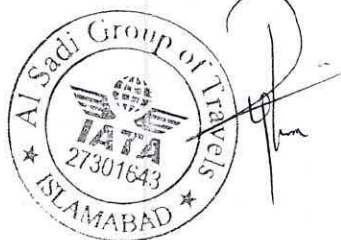
would be revised and brought at par with other reputable travel group/agent lowest rates.

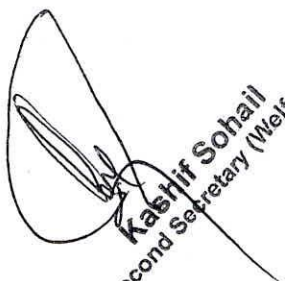
4. METHODOLOGY FOR SUPPLY OF TICKET:

- 4.1. The FBR employee will forward proper request to the **Al-Sadi Group of Travels (PVT) Ltd.** for provision/collection of Tickets (National/ International).
- 4.2. In case of urgency, **Al-Sadi Group of Travels (PVT) Ltd.** shall ensure providing the ticket on priority within scheduled time as required by FBR employee.
- 4.3. In case of urgency, if the lower class seat is not available in a certain flight/date, the **Al-Sadi Group of Travels (PVT) Ltd.** will inform in time and get approval (verbal or written) for booking and issuance of the tickets on alternate available date and class.
- 4.4. **Al-Sadi Group of Travels (PVT) Ltd.** will provide other services such as hotel reservation and visa processing upon the request of the employee of FBR.

5. METHODOLOGY OF PAYMENT:

- 5.1. FBR shall not be responsible for financial liability of any employee towards **Al-Sadi Group of Travels (PVT) Ltd.** nor shall reimburse any expenditure on behalf of any of its employee. All FBR's employees will be personally liable for any payment towards **Al-Sadi Group of Travels (PVT) Ltd.** whether in cash or otherwise.
- 5.2. **Al-Sadi Group of Travels (PVT) Ltd** shall send/handover its invoice(s)/statement(s) to the concerned employee of FBR for payment.
- 5.3. The FBR employee shall make payment according to the received invoice (as per the agreed discounted rates).




Kashif Sohail
Second Secretary (Welfare)



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6. FACILITIES (DISCOUNTED RATE) TO BE PROVIDED TO FBR:

- 6.1. **Al-Sadi Group of Travels (PVT) Ltd.** shall provide different domestic airlines fare plus 0% (free) service charges on basic fare, and not on ticket full value.
- 6.2. **Al-Sadi Group of Travels (PVT) Ltd.** shall provide different International airlines tickets fare plus 1% service charges instead of 5% routine charges on basic fare and not on ticket full value.
- 6.3. In case of ticket refund, **Al-Sadi Group of Travels (PVT) Ltd.** would not add any service charges except airline refund charges.
- 6.4. In case of ticket re-issuance/date change, **Al-Sadi Group of Travels (PVT) Ltd.** shall not add any service charges except airline change charges.
- 6.5. If passenger misses the flight, then it would be considered as "No Show", and **Al-Sadi Group of Travels (PVT) Ltd.** will charge only "No-Show penalty" as per airline charges.
- 6.6. There shall be no service charges if any of the flight is cancelled by airlines and the total amount shall be refunded.
- 6.7. "Layover Hotel Accommodation" will be provided in case of international travel (stay over 10 hours or more), if FBR Employees / travelers meet conditions of the airlines.
- 6.8. "International Hotel Bookings" shall be charged @5% instead of 10% i.e routine regular fee of the airlines.
- 6.9. No fee will be charged for "Visa processing" procedure except Visa Fee charged by the concerned embassy/visa issuing authority.
- 6.10. "24 hour Emergency Assistance" shall be provided without any extra charges.
- 6.11. In case of "Travel Insurance Assistance" required, no extra charges shall be applied except insurance company fee.

7. COMMUNICATION:

- 7.1. **Al-Sadi Group of Travels (PVT) Ltd. and FBR** will nominate an authorized staff/officer for dealing and processing the provision of tickets and services etc. matters.
- 7.2. In case of changes/replacement of authorized staff/officer, the same shall be communicated to one another in writing accordingly.



[Signature]
Khalid Sadiq
Second Secretary (Finance)



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AL-SADI GROUP

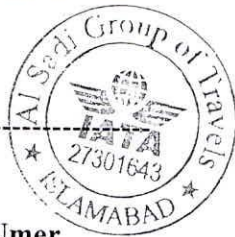
7.3. Details of authorized staff/officer:

Al-Sadi Group of Travels (PVT) Ltd.				
S.#	Name	Contact No.	WhatsApp	Email
1.	Mr. Yasir Umer (CEO)	0345-9142551	0345-9142551	info@alsadigroup.com
2.	Mr. Aamir Umer	0342-9161454	0342-9161454	alsadigroupisb@gmail.com
Federal Board of Revenue (FBR)				
1.	Mr. Kashif Sohail, Second Secretary (Welfare)	0333-7985151	0300-5879399	sudaiskashif@gmail.com
2.	Mr. Imtiaz Khan, Second Secretary (Admn)	0300-5286151	0300-5286151	ranaimtiaz1966@gmail.com

(On Behalf of)

Al-Sadi Group of Travels
Revenue

(Signature)



Name: Mr. Yasir Umer
Chief Executive Officer
Al-Sadi Group of Travel (PVT) Ltd. Islamabad

Federal Board of

(Signature)

Kashif Sohail
Second Secretary (Welfare)

Name: Kashif Sohail
Second Secretary (Welfare)
FBR HQ's, Islamabad

Witness 1;

1. **Muhammad Yousuf**

Business Development Manager
Al Sadi Group of Travels
(PVT) Ltd. Islamabad

Witness 2;

2. **M. A. Naveed G.W.**



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