



# HON. CONSULAR CORPS SINDH KARACHI (PAKISTAN)



## World Federation of Consuls (FICAC)

**Dr. Mirza Ikhtiar Baig, T.I**

M.B.A., D.B.A. (USA)

Dean

31<sup>st</sup> December 2012

Dear Hon. Members

Season's Greetings and A Prosperous New Year to all.

As you may be aware our Consular Corps Sindh Karachi has taken up the matter with Ministry of Foreign Affairs to grant our Honorary Consuls/Consul Generals additional privileges. I am pleased to inform you that with our persuasion the government has agreed to the following additional facilities:

- 1) Issuance of specific number plate for the official car Honorary Consuls/Consul Generals.
- 2) Issuance of an additional Airport Pass for the staff of Honorary Consuls/Consul Generals.

Copy of the Ministry of Foreign Affairs Notification No. P(I)-1/Misc/2012-HC dated 17<sup>th</sup> December 2012 is enclosed. It is agreed with Chief of Protocol, Mr Ghalib Iqbal that all members will send their request to MOFA through CCSK with their letter of request and with a copy of a Vehicle Registration Book of their Official Vehicle.

Thanks and regards

**Dr Mirza Ikhtiar Baig**  
Dean





MINISTRY OF FOREIGN AFFAIRS  
ISLAMABAD

No. P(I)-1/Misc/2012-HC

17<sup>th</sup> December 2012,

The Ministry of Foreign Affairs of the Islamic Republic of Pakistan presents its compliments to all Diplomatic Missions in Islamabad and has the honour to state that the Ministry of Foreign Affairs has approved the following additional privileges to Honorary Consuls/Honorary Consul Generals in Pakistan:-

- i. Issuance of a specific number plate for the official car of Honorary Consuls/Honorary Consul Generals.
- ii. Issuance of an additional airport pass for the staff of Honorary Consuls/Honorary Consul Generals.

The Honorary Consulates/Honorary Consul Generals may request for the above mentioned privileges through note verbale of their respective diplomatic Missions addressed to the concerned sections of the Protocol Division.

The Ministry of Foreign Affairs avails itself of this opportunity to renew to the esteemed Missions the assurances of its highest consideration.

All Diplomatic Missions,  
Islamabad.



Fees Rs.2,000/= for HCC number plate to deposit  
and to apply for HCC with the original paid challan

Bank Name: National Bank of Pakistan  
Branch: Foreign Office Branch, Islamabad  
Address: Ministry of Foreign Affairs, Islamabad

A/c Title: Deputy Chief of Protocol  
Branch Code: 0474  
A/c #: 514-0

*(To be submitted in sextuplicate)*

**PROFORMA FOR ISSUANCE OF DIPLOMATIC ID CARD**

Government of Pakistan  
Ministry of Foreign Affairs  
Islamabad

1. Name & place of the Mission: \_\_\_\_\_

2. Name (As in Passport in Block Letters):  
\_\_\_\_\_

3. Signature of the Applicant: \_\_\_\_\_

(Size of the box is 3.00 × 0.75 cm, which may not be altered in any case, and Sign should not crossover the box)

4. Date and Place of Birth: (City & Country)  
\_\_\_\_\_

5. Marital Status: \_\_\_\_\_

6. Rank/Designation (Diplomatic): \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Academic Qualification: \_\_\_\_\_

9. Passport. \_\_\_\_\_

i. Category/Type \_\_\_\_\_

(i.e Diplomatic, Service, Ordinary etc.)

ii. Passport No. \_\_\_\_\_



iii. Date and Place of Issue \_\_\_\_\_

iv. Date of Expiry: \_\_\_\_\_

10. Previous Appointment/s held \_\_\_\_\_

i. Designation ii. Name of the Mission/Ministry

11. Name & date of departure of Predecessor: \_\_\_\_\_

12. Date of arrival in Pakistan: \_\_\_\_\_

13. Job description in the Mission: \_\_\_\_\_

14. Duration of posting: \_\_\_\_\_

15. Residential Address in Pakistan \_\_\_\_\_  
with telephone number

16. Particulars of the Person/s  
accompanying the incumbent: \_\_\_\_\_

S. No.	Name	Relationship	Nationality	Age	Category/ Type, No. & Date/Place of Issue/Expiry of Passport	Signature

(Separate sheet may be used if required)

Signature of Applicant: \_\_\_\_\_

(Endorsement of the Mission with Signature and Official Seal)

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

# GUIDELINES

(For Issuance of Identity Cards)

1. The proforma should be sextuplicate filled in printed form (and not hand written)
2. No Column should be left blank and be written as "Not Applicable" particularly No. 9 where previous appointments need to be mentioned.
3. The Photos should be of front pose with sky blue back ground.
4. The Photographs of the Defence Personnel must be in Uniform.
5. The size of the photograph should be 2.5 × 2.5 cm (including marginal border)
6. The name of the person should be written on the back of the photographs.
7. The photo should be latest and six in number.
8. The photographs may neither be stapled nor pasted (may be placed in a separate envelope)
9. Size of the signature should be restricted to the box of size 3.00 × 0.75 cm in column 3 and 16 of the proforma.
10. On all the six proformas, the signature should be original (and not the photocopy).
11. The application should be addressed to the D.C.P (A&F), Ministry of Foreign Affairs, Islamabad.
12. Applications for the issuance of I.D cards to the spouses/children of Diplomatic/ Non-Diplomatic staff should have the copy of the I.D card of the official.
13. The request for the I.D card and visa/extension must be sent together.
14. On receipt of visa, a copy must be sent to the Protocol I Section immediately.

## Supporting Documents

1.
  - i. Title page of the Passport – 1 Copy
  - ii. Data Page of the Passport – 1 Copy
  - iii. Visa Page of the Passport – 1 Copy
  - iv. Entry Stamped Page of the Passport – 1 Copy
2. Identity Card of the predecessor in original or a copy thereof, in case of replacement
3. While providing the photocopy, the original Identity Card of the predecessor must be returned within 14 days of the departure of the holder with a covering note.
4. Copy of the note verbale sent to MOFA, Islamabad informing about the departure of the individual being replaced or in case of a new post mentioning the same.
5. In case of countries whose visa during official assignment is not required, endorsement of the official stay may be obtained from this office.
6. The covering note verbale should be in duplicate.
7. The application should be submitted separately except those of one family.
8. The children of 12 years age or above are eligible for Identity Card.

N.B: Kindly avoid using any kind of abbreviations.



GOVERNMENT OF PAKISTAN  
MINISTRY OF FOREIGN AFFAIRS  
PROTOCOL-II SECTION  
ISLAMABAD

To,

The Chief Security Officer,  
ASF, Islamabad Airport

Subject: REQUEST FOR SINGLE FLIGHT PERMIT

1. PASS REQUIRED BY:

- a) Name \_\_\_\_\_ S/O, W/O/D/O \_\_\_\_\_
- b) Designation/Profession/Occupation \_\_\_\_\_
- c) Address \_\_\_\_\_
- d) NIC/Defence Card No. \_\_\_\_\_

2. PASS REQUIRED BY

- a) Official/Private \_\_\_\_\_
- b) To Receive/See off \_\_\_\_\_
- c) Designation/Relation of the person to be  
Received/seen off \_\_\_\_\_
- d) Reason \_\_\_\_\_
- e) Flight No \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_
- f) Area Required: International/Domestic Lounge. Arrival/  
Departure, Briefing Area/Executive Lounge, Apron

Pass recommended/sponsored by:

**2009**

**FUNCTIONARY / PROTOCOL**

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF DEFENCE**  
**AIRPORT SECURITY FORCE**

Space for  
Photograph

(Passport Size)  
2" × 1½"

**APPLICATION FOR AIRPORT ENTRY PASS**

1. Name of applicant \_\_\_\_\_  
(IN BLOCK LETTERS)
2. Designation \_\_\_\_\_ Pay Scale/Group \_\_\_\_\_
3. Department \_\_\_\_\_
4. Nationality \_\_\_\_\_ Date & Place of Birth \_\_\_\_\_
5. CNIC No. \_\_\_\_\_ Passport/Diplomatic ID No. \_\_\_\_\_  
(For Pakistani National) (For Foreigners/Diplomats)
6. Father's/Husband Name of the Applicant \_\_\_\_\_
7. Present Address \_\_\_\_\_
8. Permanent Residential Address \_\_\_\_\_
9. Tele # (Off) \_\_\_\_\_ Residence \_\_\_\_\_ Mob No. \_\_\_\_\_
10. **SECURITY CLEARANCE**
  - (a) By Int Bureau vide letter No. \_\_\_\_\_ Dated \_\_\_\_\_
  - (b) By Spl Branch vide letter No. \_\_\_\_\_ Dated \_\_\_\_\_
11. (a) Airport(s) for which required \_\_\_\_\_  
(b) Area(s) for which required \_\_\_\_\_  
(c) Justification (for which purpose pass is required) \_\_\_\_\_
12. Previous Year's Airport Entry Pass No. (if any) \_\_\_\_\_ Reg. No. \_\_\_\_\_

**CERTIFICATE/UNDERTAKING**

- The information given above is complete & correct in all respect.
- I will comply with all Security Rules and I am aware that any violations may result in cancellation of the Airport Entry Pass besides legal action.
- I will return Airport Entry Pass on its expiry or when no longer required.
- I have read and understood the instructions overleaf fully. I shall abide by the same.

Note. The Pass will be displayed on the chest while entering airport premises otherwise entry will be denied.

The pass will be displayed at all times while in restricted area of the airport.

Signature \_\_\_\_\_  
Dated \_\_\_\_\_

Specimen Signature

COUNTERSIGNED BY THE  
HEAD OF DEPTT/NOMINATED OFFICER  
(Name & Designation)

Two specimen  
signature of the  
Applicant

(Instructions on reverse)



## INSTRUCTIONS

1. Please read the application form and fill the columns carefully. Incomplete form will not be processed/considered.
2. The following documents are required to be attached with the application.
  - (a) Departmental covering letter signed by Head of Deptt/Authorized Officer
  - (b) 3 × Current coloured photographed of Passport size 2" × 1½" (one must be pasted in the space provided above)
  - (c) Security Clearance. {For other than Govt. Servants}
    - (i) Intelligence Bureau: Security vetting proforma are required in triplicate
    - (ii) Spl Branch Police: Spl Branch Police clearance will be obtained by the applicant himself and enclosed with the application.
  - (d) Security clearance. {for Govt. servants only} Certificate to the effect that the applicant(s) is/are cleared by IB/Spl. Branch Police and in case of involvement of the individual(s) in subversive activities/misconduct, the Head of Deptt/ Nominated officer will be held responsible.
  - (e) Copy of CNIC & Departmental ID duly attested.
  - (f) Undertaking/justification proforma. (Elaborate the need of entry)
  - (g) Copy of Posting/Appointment letter/Gazette Notification.
3. Airport Entry Passes are issued on 'Need to Enter' basis for the purpose for which issued only. Misuse may result in cancellation.
4. The Director General ASF reserve the right to regret/cancel any or all the applications/Airport Entry Passes without assigning any reason.

**PROFORMA GIVING PARTICULARS FOR THE MOVEMENT OF  
ALL DIPLOMATS/NON-DIPLOMATS IN PAKISTAN**

1. Name and Designation (Block Letters)  
\_\_\_\_\_
2. Name of Mission: \_\_\_\_\_
3. ID Card No. \_\_\_\_\_
4. Passport No. \_\_\_\_\_
  - (a) Date & Place of Issue: \_\_\_\_\_
  - (b) Date of Expiry: \_\_\_\_\_
5. Places/Areas to be visited: \_\_\_\_\_
  - (a) Purpose of Visit: \_\_\_\_\_
  - (b) Date of Visit/duration of stay: \_\_\_\_\_
6. Mode of travel (by road/by air) \_\_\_\_\_
  - (a) Vehicle details:  
Registration Number: \_\_\_\_\_  
Make and Type of Vehicle: \_\_\_\_\_
  - (b) Flight No. \_\_\_\_\_
  - (c) Exact Route: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature and Seal of Mission: \_\_\_\_\_