

**Form Collection Time**

Monday 8:45 a.m. – 12:30 p.m.  
to Friday 2:00 p.m. – 5:00 p.m.

**FORM 3****[reg. 9(1)(b).]****TRAVEL AGENTS ORDINANCE  
(Chapter 218)****APPLICATION FOR A LICENCE BY A BODY CORPORATE**

Application is hereby made to the Registrar of Travel Agents for a licence under Part II of the Travel Agents Ordinance.

1. (a) The name and any former names of the company or other body corporate—
- (i) in English \_\_\_\_\_
- (ii) in Chinese \_\_\_\_\_
- (b) The place of incorporation \_\_\_\_\_
- (c) The date of incorporation \_\_\_\_\_
- (d) Company Registration number \_\_\_\_\_
- (e) The name of the proposed business of a travel agent if different from (a) above—
- (i) in English \_\_\_\_\_
- (ii) in Chinese \_\_\_\_\_
- (f) Address of the corporation's registered office and of all offices in Hong Kong at which it is intended to carry on the business of a travel agent, including the number of the street, flat, floor(s), whether the area occupied is part of a floor, the number of the room(s) and whether the corporation is the owner, the principal tenant or the sub-tenant of the premises.

Address	State whether the premises are owned or rented by the corporation	Telephone number and Fax number

- (g) State which, if any, of the premises listed above are not in a commercial building \_\_\_\_\_

- (h) Will the proposed office(s) be used exclusively by the business of a travel agent?

Yes

☐

No

☐

A DUPLICATE LICENCE WILL BE REQUIRED FOR EACH BRANCH OFFICE UNDER REGULATION 12 OF THE TRAVEL AGENTS REGULATIONS

2. Particulars of the Controller (see note 3), the Secretary and all Directors and officers of the corporation.

	1	2	3	4
Full name in English				
Full name in Chinese characters (if applicable) and code				
Aliases (if any)				
Residential address and telephone number (including mobile phone no.)				
Hong Kong Identity Card number				
Position held (e.g. Controller/Managing Director/Director/Secretary/Manager/Accountant etc.)				
Date of appointment				

I declare that all information given by me in this application is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Date \_\_\_\_\_

Capacity \_\_\_\_\_  
(Evidence of authorization by the company or other body corporate for a person in this behalf should be produced)

*NOTES*

1. You are advised to read the Travel Agents Ordinance and the Travel Agents Regulations before submitting this application.
2. A statement of particulars in support of this application (Form 5) must also be completed and submitted.
3. A controller of a travel agency is a person who controls the applicant company and includes a person in accordance with whose directions or instructions the directors thereof are accustomed to act.
4. Documentary evidence may be required in support of the information given in this application.
5. The prescribed fee payable upon submitting this application is \$630.
6. The original of-
  - (a) this application; and
  - (b) the statement of particulars in support,together with the application fee should be posted or delivered to the Registrar at the following address -

TRAVEL AGENTS REGISTRY  
ROOM 4901, 49/F.,  
HOPEWELL CENTRE,  
183 QUEEN'S ROAD EAST,  
WANCHAI, HONG KONG
7. Upon approval of this application, you will be notified of the amount of the licence fee payable, in accordance with the rates set out in the First Schedule of the Travel Agents Regulations.
8. A licence, if granted, shall not enter in force except on payment of the appropriate fee.

<p><b>WARNING -</b> Section 48(1)(c) of the Travel Agents Ordinance makes it an offence punishable by a fine of \$100,000 and to imprisonment for 2 years on conviction upon indictment or by a fine of \$10,000 and to imprisonment for 6 months on summary conviction for a person who makes any false or misleading statement or furnishes any false or misleading information in connection with any application for the issue of a licence.</p>
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**Travel Industry Council of Hong Kong**  
**Rooms 1706-1709, Fortress Tower,**  
**250 King's Road, North Point, Hong Kong**  
**Tel. No.: 2807 1199                      Fax No.: 2510 9907**  
**Website : <http://www.tichk.org>**

**Association Members of TIC**

<b><u>Name of Association</u></b>	<b><u>Address</u></b>	<b><u>Tel./Fax No.</u></b>
Hong Kong Association of Travel Agents (HATA)	Units 502-4, 5/F, Skyway House, North Block, 3 Sham Mong Road, Tai Kok Tsui, Kowloon. ( <a href="http://www.hata.org.hk">http://www.hata.org.hk</a> )	Tel. : 2869 8624 Fax : 2525 0986
The Federation of Hong Kong Chinese Travel Agents (FHCTA)	Room 1201, 12/F, Tai Shing Commercial Building, 498-500 Nathan Road, Kowloon. ( <a href="http://www.fhcta.org.hk">http://www.fhcta.org.hk</a> )	Tel. : 2789 9083 Fax : 2789 2476
International Chinese Tourist Association (ICTA)	Room 2104, 21/F, Ho King Commercial Building, 2-16 Fa Yuen Street, Mongkok, Kowloon. ( <a href="http://www.icta.org.hk">http://www.icta.org.hk</a> )	Tel. : 2301 2293 Fax : 2369 2398
Society of IATA Passenger Agents (SIPA)	17/F., BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kwun Tong, Kowloon. ( <a href="http://www.sipa.org.hk">http://www.sipa.org.hk</a> )	Tel. : 2869 8601 Fax : 2723 1144
Hongkong Taiwan Tourist Operators Association (TTOA)	Room E, 5/F, Harvest Moon House, 337-339 Nathan Road, Kowloon.	Tel. : 2541 2033 Fax : 2541 2668
Hong Kong Association of China Travel Organisers (HACTO)	4/F, China Travel Building, 77 Queen's Road Central, Hong Kong. ( <a href="http://www.hacto.com.hk">http://www.hacto.com.hk</a> )	Tel. : 2815 8162 Fax : 2541 2156
Hong Kong Outbound Tour Operators' Association (OTOA)	Unit 1208, Fortress Tower, 250 King's Road, North Point, Hong Kong. ( <a href="http://www.otoa.org.hk">http://www.otoa.org.hk</a> )	Tel. : 2388 0167 Fax : 2388 0457
Hongkong Japanese Tour Operators Association (HJTOA)	Unit 708, 7/F, Tower A, New Mandarin Plaza, 14 Science Museum Road, Tsim Sha Tsui, Kowloon. ( <a href="http://www.hjtoa.com">http://www.hjtoa.com</a> )	Tel. : 2312 2888 Fax : 2312 2797

## **Travel Agents Licence Licensing Guide**

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(I) HOW TO APPLY FOR A TRAVEL AGENTS LICENCE ("LICENCE")

● WHO NEEDS TO APPLY FOR A LICENCE

(A) Outbound Travel Agent

Under section 4 of the Travel Agents Ordinance (Cap. 218), if you carry on the business in Hong Kong of obtaining for another person:

- (a) carriage, by any means of conveyance, on a journey which is to commence in Hong Kong and which thereafter is to take place mainly outside Hong Kong; or
- (b) paid accommodation at a place outside Hong Kong,

you are conducting outbound travel agent business and are required to apply for a licence, except where -

- (a) you are the operator of the means of conveyance; or
- (b) the accommodation being provided is to be occupied by the same person for a period exceeding 14 days.

(B) Inbound Travel Agent

Under section 4A of the Travel Agents Ordinance (Cap. 218), if you carry on the business of obtaining for a visitor to Hong Kong:

- (a) carriage on a journey which is to commence outside Hong Kong and which either -
  - (i) terminates in Hong Kong; or
  - (ii) involves the visitor passing through immigration controls before departing from Hong Kong; or
- (b) paid accommodation in Hong Kong; or
- (c) one or more of the following prescribed services:
  - (i) sightseeing or visits to local places;
  - (ii) restaurant meals or other catered meals;
  - (iii) shopping trips;
  - (iv) local transport in connection with an activity referred to in item (c)(i), (c)(ii) or (c)(iii) above,

you are conducting inbound travel agent business and are required to apply for a licence, except where -

- (a) you are the operator of the means of conveyance; or
- (b) the accommodation being provided is to be occupied by the same person for a period exceeding 14 days; or
- (c) you are the owner or operator of the prescribed service stated above.

- WHAT IS THE CONSEQUENCE OF NOT APPLYING FOR A LICENCE

Section 9 of the Travel Agents Ordinance (Cap. 218) provides that no person shall carry on the business as a travel agent without a licence. Section 48(1)(a) of the Ordinance provides that any person who contravenes Section 9 of the Ordinance commits an offence and is liable on conviction upon indictment to a fine of \$100,000 and to imprisonment for 2 years, or on summary conviction to a fine of \$10,000 and to imprisonment for 6 months.

- AM I ELIGIBLE TO APPLY FOR A LICENCE

According to the Travel Agents Ordinance (Cap. 218), a licence will be granted to an applicant who satisfies the following conditions:

- (a) the applicant and the controller or any person responsible for the management of the company (such as partner, director, secretary or officer), must be deemed to be a fit and proper person by the Registrar of Travel Agents to carry on business as a travel agent or to be associated with the business of a travel agent. Considerations include whether that person has been convicted, whether in Hong Kong or elsewhere, of an offence which involves fraudulent, corrupt or dishonest act; whether that person is an undischarged bankrupt or in the case of a body corporate, is in liquidation or is the subject of a winding up order; or is otherwise not a fit and proper person.
- (b) whether the premises to which the application relates are suitable for the operation of the business of a travel agent.
- (c) the applicant must be a member of the Travel Industry Council of Hong Kong (TIC). Please approach the TIC direct (Tel.: 2807 1199) or browse their website at <http://www.tichk.org> for information on the eligibility and procedure of application for TIC membership.

- WHICH APPLICATION FORM SHOULD I USE

There are two types of licence application forms. Applicant must complete and submit to the Travel Agents Registry one of the following application forms as appropriate, and submit it together with the requisite documents for processing:

- (a) An individual or an unincorporated body – use **Form 2** (the Application Form) and **Form 4** (the Statement of Particulars).
- (b) A body corporate – use **Form 3** (the Application Form) and **Form 5** (the Statement of Particulars).

The type of application form to be used is dependent on the type of business entity of your company and not the type of business your company intends to carry on. You may complete the forms in either English or Chinese. The completed application forms must be submitted to the Travel Agents Registry together with the requisite documents (see **Annexes I and II**).

- (a) Application by an individual or an unincorporated body: see **Annex I**.
- (b) Application by a body corporate: see **Annex II**.

## (II) WHEN SHOULD I SUBMIT AN APPLICATION FOR RENEWAL OF LICENCE

### ● LICENCE VALIDITY PERIOD AND WHEN TO SUBMIT APPLICATION

A licence is valid only within the validity period stated on the licence. Application for renewal of a licence shall be made to the Travel Agents Registry for processing not more than two months and not less than one month prior to the expiration of the licence or within the period prior to the expiration thereof as the Registrar may in writing permit. For late applications, the Travel Agents Registry may not be able to complete the processing before the expiration of the licence. Hence, travel agents submitting application beyond the specified deadline should be solely responsible for the consequences.

In accordance with the Travel Agents Ordinance (Cap. 218), applications for renewal of licence submitted after the expiration of the licence will not be processed. An application for new licence will need to be made instead. Travel agents which continue to carry on business as a travel agent after the expiration of the licence commit an offence and are subject to criminal prosecution. They are liable to a fine of \$100,000 and to imprisonment for two years.

### ● WHICH FORM TO USE FOR LICENCE RENEWAL

There are two types of application forms for licence renewal for use by travel agents.

- (a) If the applicant is an individual or an unincorporated body, please use:
  - (i) Application for renewal of a licence by an individual or by an unincorporated body (i.e. **Form 6**); and
  - (ii) Statement of particulars in support of an application for renewal of a licence by an individual or by an unincorporated body (i.e. **Form 8**).
- (b) If the applicant is a body corporate, please use:
  - (i) Application for renewal of a licence by a body corporate (i.e. **Form 7**); and
  - (ii) Statement of particulars in support of an application for renewal of a licence by a body corporate (i.e. **Form 9**).

Application for licence renewal must be accompanied by the following documents:

- (a) Audited financial statements and/or management accounts (as specified by the Registry);
- (b) Valid membership certificate of the Travel Industry Council of Hong Kong (certified true copy); and
- (c) Valid business registration certificate (certified true copy).

Besides, the Registry will take into account circumstances of individual travel agents and require the applicant concerned to submit other specified documents to facilitate processing of the application for licence renewal. Applicants must submit the requisite documents within the specified deadline; otherwise the processing of the renewal application may be delayed/withheld.



### (III) AMENDMENT OF LICENCE PARTICULARS

#### ● CHANGE OF BUSINESS ADDRESS

If a travel agent would like to change the business address, including that of the head office and the branch offices, it must obtain prior written approval from the Registrar of Travel Agents. To facilitate the processing of your application, please complete the prescribed application form (**Annex III**) and submit it together with the following documents:

- (a) Amended membership certificate of the Travel Industry Council of Hong Kong (certified true copy);
- (b) Amended business registration certificate or notification of change of business address filed with the Inland Revenue Department (certified true copy); and
- (c) Stamped tenancy agreement or record of ownership of the proposed new office premises (certified true copy).

#### ● OPENING OF NEW BRANCH

If a travel agent would like to open a new branch, it must obtain prior written approval from the Registrar of Travel Agents. To facilitate processing of your application, please complete the prescribed application form (**Annex III**) and submit it together with the following documents:

- (a) Branch certificate issued by the Travel Industry Council of Hong Kong (certified true copy);
- (b) Branch registration certificate issued by the Business Registration Office or notification of change of business address filed with the Inland Revenue Department (certified true copy); and
- (c) Stamped tenancy agreement or record of ownership of the proposed new office premises (certified true copy).

#### ● CHANGE OF OWNERSHIP OR CONTROL

If a travel agent would like to change or add shareholders/directors/controllers/partners/sole proprietors/officers, etc., or change the control of the company, it must obtain prior written approval from the Registrar of Travel Agents. Please submit the application in writing setting out the details together with the documents as set out in **Annex IV**.

#### ● CHANGE/INCREASE IN PAID-UP CAPITAL

If a travel agent would like to change/increase the paid-up capital, it must obtain prior written approval from the Registrar of Travel Agents. Please submit the application in writing together with the following documents:

- (a) The board resolution passing the increase of paid-up capital (certified true copy); and
- (b) Form SC1 reporting the allotment of all shares of the company (certified true copy).

● **CHANGE OF COMPANY NAME/TRADE NAME/ADDITION OF TRADE NAME**

If a travel agent would like to change its company name/trade name or add a trade name, it must obtain prior written approval from the Registrar of Travel Agents. Please submit the application in writing together with the following documents:

- (a) The board resolution passing the relevant decision (certified true copy);
- (b) Amended membership certificate of the Travel Industry Council of Hong Kong (certified true copy);
- (c) Amended business registration certificate (certified true copy); and
- (d) Certificate of change of name of the company (certified true copy).

(IV) **FEE SCHEDULE**

Please refer to the schedule of fees chargeable for the different services offered by the Travel Agents Registry:

Item	Fee
For an application for a licence	HK\$630
For a licence or the renewal of a licence (per month)	HK\$485
For amending a licence – a) for an additional address, for each new premises b) otherwise	HK\$665 HK\$160
For issuing a duplicate of a licence	HK\$925
For inspecting the register or any part thereof	HK\$35
For issuing or supplying a copy or extract from any entry in the register	HK\$35
For certifying a copy of or extract from any entry in the register	HK\$85

(V) **HOW TO SUBMIT THE FORMS AND PAY THE FEES**

Application forms for a licence, renewal of a licence and other application forms are obtainable from the Travel Agents Registry. They can also be downloaded from the website of the Registry (<http://www.tar.gov.hk/eng/public/index.html>). Completed application forms can be returned to the Travel Agents Registry in person during normal office hours. Application forms can also be submitted by mail (to Room 4901, 49/F., Hopewell Centre, 183 Queen's Road East, Wanchai), the submission date of which is based on the date stamp. Applicant is required to pay a non-refundable application fee of HK\$630 at the same time when he/she submits a licence application. The fee is not refundable irrespective whether the licence application is approved or not. When the application for a licence/renewal of a licence is approved, the applicant has to pay the licence fee based on the validity period of the licence granted. The licence fee is HK\$485 per month. Please pay the fees by crossed cheque payable to "The Government of the HKSAR". Please note that in accordance with section 13 of the Travel Agents Ordinance (Cap. 218), the licence shall not enter into force until payment of the prescribed fee has been made.

(VI) ENQUIRIES

If you have any questions about the application procedure, you are welcome to call 3151 7945, send an email to [targr@cedb.gov.hk](mailto:targr@cedb.gov.hk) or make an enquiry in person at the Travel Agents Registry. Our staff are pleased to answer any enquiries you may have about the relevant procedure. The address and office hours of the Registry are as follows:

Address

Travel Agents Registry  
Room 4901, 49/F., Hopewell Centre  
183 Queen's Road East, Wanchai, Hong Kong

Office Hours

Mondays to Fridays  
8:45 a.m. to 1:00 p.m.  
2:00 p.m. to 6:00 p.m.  
Saturdays, Sundays and Public Holidays: Closed

If you would like to refer to the relevant provisions of the Travel Agents Ordinance, you may visit the website at <http://www.legislation.gov.hk>.

**Application for a Travel Agents Licence**  
(for a body corporate)

Please attach the following documents when you submit your application forms:

- ☐ a **Board Resolution** indicating the appointment of an authorized person (i.e. the signatory of your application) to represent your company in applying for the travel agents licence and dealing with licensing matters;
- ☐ a certified true copy of **Hong Kong ID cards** or **travel documents** of all controllers, shareholders, directors, secretaries and officers named in the application forms (if any of them are NOT holders of Hong Kong permanent identity cards, the persons concerned are required to provide a certified true copy of their travel documents showing the condition of stay endorsement, if any, for inspection. Such document should indicate that the persons concerned are allowed under the Immigration Ordinance to take up any employment or establish or join in any business in Hong Kong without restriction. They will be required to present the original travel document at the Travel Agents Registry for verification and where necessary, they may be required to provide further information/document for clarification);
- ☐ the following documents completed by each of all controllers, shareholders, directors, secretaries and officers named in the application forms
  - ☐ **Authorisation to the Police (GF323) (Appendix I)**;
  - ☐ **Authorisation to the Official Receiver's Office (Appendix II)**;
  - ☐ **Statement of Particulars (Appendix III)** (if any of them are body corporates, the body corporates are required to submit a Statement of Particulars for body corporates (**Appendix IIIA**) completed by a person duly authorized by the Board of Directors of the body corporate, together with the relevant **Board Resolution**);
  - ☐ **Authorisation to the Travel Industry Council of Hong Kong (TIC) (Appendix IV)**;
- ☐ a certified true copy of **Proof of Residential Address** within three months of all controllers, shareholders, directors, secretaries and officers named in the application forms;
- ☐ a **resume** for each of the controllers, shareholders, directors, secretaries and officers with emphasis on their respective career background in the field of travel business (sample attached at **Appendix V** for reference);
- ☐ **Scope of Business (Appendix VI)** (your company may be requested to provide further information for clarification);
- ☐ a certified true copy of **Business Registration Certificate, Certificate of Incorporation** and **Memorandum and Articles of Association** of your company;
- ☐ a certified true copy of **Membership Certificate** issued by the TIC;
- ☐ a certified true copy of the **Form NSC1** reporting the allotment(s) of all shares in your company;
  - ☐ if there was any transfer of shares, please attach a certified true copy the relevant **Instruments of Transfers and Bought and Sold Notes**;
  - ☐ if one of your shareholders is a limited company, please attach a certified true copy its **latest annual return**;
- ☐ a certified true copy of the **Form NNC1** (and **Form ND2A**, if any) reporting the appointments and changes of all your directors and secretaries (if any one of your directors is a limited company, please attach a certified true copy of its **latest annual return**);
- ☐ a certified true copy of the **stamped tenancy agreement** or **record of ownership** of your proposed office premises; and
- ☐ an **estimated business budget** for a given period (six months or a year) setting out the estimated income (from sales of travel services) and estimated expenditure (including operational cost, promotion cost, staff cost, accommodation cost, office and administration expenses, etc.).

**Important Note**

- (a) Apart from the above documents, the Registrar of Travel Agents may further require other documents under section 10(1) of the Travel Agents Ordinance (Cap. 218); and
- (b) The personal data collected above is for the purpose of determining whether a person is a fit and proper person to be associated with the business of a travel agent in accordance with section 12(2) of the Travel Agents Ordinance (Cap. 218).

TRAVEL AGENTS REGISTRY

## TRAVEL AGENTS REGISTRY 旅行代理商註冊處

**Application for change of registered business address/change of registered branch address(es)/  
opening of new branch office\***

**申請更改註冊營業地址/更改註冊分行地址/開設新分行\***

To 致: Registrar of Travel Agents 旅行代理商註冊主任：

**Part A – General Information**

**甲部：一般資料**

Travel agent licence number 旅行代理商牌照碼：

Name of travel agent 旅行代理商名稱：

Trade name (if different from above) 營業名稱(如與上述不同)：

No. of branch office at present 現時分行數目：

**Part B – Information on change of registered business / branch address(es) or opening of new branches\***

**乙部：更改註冊營業或分行地址資料/開設新分行的地址資料\***

Present registered business address / branch office address\* 現時註冊營業地址/分行營業地址\*：

New office address / new branch office address\* 新營業地址 / 新分行營業地址\*：

New office tel./fax no. (if different from present) 新營業電話/傳真號碼 (如與現時不同)：

(Tel. 電話)

(Fax 傳真)

Effective date 生效日期：

**Part C – Place to Inspect Books of Account (If applicable)**

**丙部：檢查帳簿的地方(如適用)**

Our company has kept the books of account at the following place：

本公司於下列地址保存帳簿:-

☐ The above new address 於上述新地址

☐ Other address

其他地址：\_\_\_\_\_

According to section 14(b) of Travel Agents Regulations, the licensee shall inform the Registrar of Travel Agents the place where, during normal office hours, the books of account may be inspected under section 45 of Travel Agents Ordinance (Cap 218).

根據《旅行代理商規例》第14(b)條，持牌人須通知旅行代理商註冊主任於通常辦公時間根據《旅行代理商條例》第45條檢查帳簿的地方。

\* Delete as appropriate 刪去不適用者

**Part D**  
**丁部**

The certified true copy of the requisite documents in support of the application (please ☒ in the box to check that the requisite documents are attached before submission):

所需呈交的文件核證真實副本 (請在 ☒ 以確定已夾付所需呈交的文件) :

- ☐ The relevant amended/new TIC Certificate(s) 已更改/新的旅遊業議會會員證書
- ☐ Amended Business Registration Certificate(s) OR Notification of change business to IRD  
已修訂的商業登記證 或 稅務局更改地址通知書
- ☐ The stamped tenancy agreement or record of ownership of the proposed new office premises  
擬議新營業處所已繳交釐印稅的租約或業權紀錄

**Points to note 請注意 :**

***In accordance with section 9 of the Travel Agents Ordinance (Cap. 218), no person shall carry on business as a travel agent without a licence; or at any place other than the premises specified in that licence. Travel agents are required to obtain prior approval from the Registrar of the Travel Agents before changing the business address and/or the branch office address.***

***根據《旅行代理商條例》(第 218 章)第 9 條，任何人不得在沒有牌照或在並不屬牌照指明的處所的任何地方經營旅行代理商業務。旅行代理商如欲更改營業地址及/或分行營業地址，必須先取得旅行代理商註冊主任的批准。***

Signature of authorized person 獲授權申請人簽署 : \_\_\_\_\_

Name of authorized person 獲授權申請人姓名 : \_\_\_\_\_

Company Chop 公司印章 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

### Supporting Documents for Application for Change of Ownership or Control

- ☐ A certified true copy of **Hong Kong Identity cards** or **travel documents** of the proposed directors, shareholders, etc. (if any of them are NOT holders of Hong Kong permanent identity cards, the persons concerned are required to provide a certified true copy of their travel documents showing the condition of stay endorsement, if any, for inspection. Such document should indicate that the persons concerned are allowed under the Immigration Ordinance to take up any employment or establish or join in any business in Hong Kong without restriction. They will be required to present the original travel document at the Travel Agents Registry for verification and where necessary, they may be required to provide further information/document for clarification);
- ☐ The following documents completed by each of the proposed directors, shareholders, etc.:
  - ☐ **Authorisation to the Police (GF323) (Appendix I);**
  - ☐ **Authorisation to the Official Receiver's Office (Appendix II);**
  - ☐ **Statement of Particulars (Appendix III)** (if any of them are body corporates, the body corporates are required to submit a Statement of Particulars for body corporates (**Appendix IIIA**) completed by a person duly authorized by the Board of Directors of the body corporate, together with the relevant of **Board Resolution**);
  - ☐ **Authorisation to the TIC (Appendix IV);**
- ☐ a certified true copy of **proof of residential address** within 3 months of the proposed directors, shareholders, etc.;
- ☐ A resume for each of the proposed directors, shareholders, etc. with emphasis on their respective career background in the field of travel business (sample attached at **Appendix V** for reference);
- ☐ A certified true copy of the **board resolution** approving the changes in the directorship and shareholding structure;
- ☐ A certified true copy of **Form ND2A** reporting the change of directors of the company (if applicable);
- ☐ A certified true copy of the relevant **instrument of transfer** and **bought and sold notes** (if applicable);
- ☐ A certified true copy of the **annual return** of the proposed director/shareholder (if the proposed director/shareholder is a limited company);
- ☐ A certified true copy of the **annual return** reporting the latest position of the directorship and shareholding structure (if any); and
- ☐ Other relevant documents as required by the Registrar of Travel Agents.

### Important Note

- ☐ Apart from the above documents, the Registrar of Travel Agents may further require other documents under section 16 of the Travel Agents Ordinance (Cap. 218); and
- ☐ The personal data collected above is for the purpose of determining whether a person is a fit and proper person to be associated with the business of a travel agent in accordance with section 12 of the Travel Agents Ordinance (Cap. 218).

# **Personal Information Collection Statement**

## **Purpose of collection**

The Travel Agents Registry collects personal data for purposes related to the following:

- application for a travel agents licence;
- application for renewal of a travel agents licence;
- change of registered particulars of a licensee;
- application for ex gratia payment under the Travel Industry Compensation Fund; and
- publication of the names of licensees in a register kept by the Registrar of Travel Agents for public inspection upon request.

## **Class of Transferees**

2. The personal data you provide may be disclosed to other Government departments and/or the Travel Industry Council of Hong Kong for the purposes mentioned in paragraph 1 above or if it is required under the law.

## **Access to personal data**

3. You should notify us as soon as possible whenever there are any changes of your personal data so that we can update our records accordingly. You have a right of access to and correction of your personal data under sections 18 and 22 of the Personal Data (Privacy) Ordinance.

## **Enquiries**

4. Enquiries concerning access to and correction of your personal data should be addressed to:

Deputy Registrar of Travel Agents  
Travel Agents Registry  
Room 4901, 49/F., Hopewell Centre,  
183 Queen's Road East, Wanchai  
Hong Kong  
Tel. : 3151 7945  
e-mail address : targr@cedb.gov.hk



**AUTHORISATION**

I \_\_\_\_\_ hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Registrar of Travel Agents. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal record. My personal particulars are as follows: -

Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

HK Identity Card No : \_\_\_\_\_ ( )

Passport No. : \_\_\_\_\_

Chinese Commercial Code Nos. : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
( as recorded on the applicant's HK Identity Card – where applicable )

Place of Birth : \_\_\_\_\_

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

Date: \_\_\_\_\_

\*Witnessed by: \_\_\_\_\_  
(Signature)

Name of Witness: \_\_\_\_\_  
(in block letters)

HK Identity Card/Passport No.,  
Country of Issue: \_\_\_\_\_

Designation: \_\_\_\_\_

Professional Qualification:  
(if (b) below is applicable) \_\_\_\_\_

\*The witness must be either of the following persons: -

- (a) an official of the Office of the Travel Agents Registry;
- (b) a practicing professional (e.g. solicitor, accountant, auditor), a notary public or a Justice of Peace; or
- (c) an owner/director or company secretary of the Travel Agent submitting the application.

## CONFIDENTIAL

### AUTHORISATION

I \_\_\_\_\_ (in Chinese \_\_\_\_\_) hereby authorise the Travel Agents Registry to release my personal data (including my personal data in this document) to the Official Receiver's Office for the purpose of conducting a search of bankruptcy record against me, in connection with an application for travel agents licence / change of ownership or control\* submitted by \_\_\_\_\_ (company name). My personal particulars are as follows: -

Name\*\*: \_\_\_\_\_

HK Identity Card No./

Travel Document No.\*: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*delete as appropriate*

*\*\* please state your relinquished name (if any)*

**STATEMENT OF PARTICULARS IN SUPPORT OF AN APPLICATION  
FOR A TRAVEL AGENTS LICENCE / CHANGE OF OWNERSHIP OR CONTROL**

(To be completed individually by each proposed Controller / Shareholder / Director / Secretary / Officer / Partner / person in Hong Kong responsible for the management of the business for the corporation/unincorporated body. Before completion of this statement, pleases read the note on Page 3.)

- I. Please state your personal particulars as a proposed Controller / Shareholder / Director / Secretary / Officer / Partner / person in Hong Kong responsible for the management of the business :-

Full Name in English (Mr./Mrs./Ms./Miss)	
Full Name in Chinese Characters and Code (if applicable)	
Aliases (if any)	
Residential Address and Telephone Number	
Hong Kong Identity Card Number or Travel Document Number	
Date of Birth	
Place of Birth	

- II. Please answer the following questions:

1. (a) Have you ever been convicted, whether in Hong Kong or elsewhere, of an offence other than a traffic offence?

Yes ☐

No ☐

- (b) If the answer to (a) is 'Yes', give the following details-

(i) The offence

(ii) 

---

Penalty (if any) imposed

(iii) 

---

Date of conviction

(iv) 

---

Place of conviction

(v) 

---

Name of the court which tried the offence

---

2. (a) Have you ever in Hong Kong or elsewhere been declared a bankrupt?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give details of :-

(i) the date of the adjudication\_\_\_\_\_

(ii) the place of bankruptcy\_\_\_\_\_

(iii) the name of the court which made the adjudication\_\_\_\_\_

-

\_\_\_\_\_

- (c) If you have been discharged as a bankrupt, state:-

(i) the date of discharge\_\_\_\_\_

-

(ii) the conditions of discharge\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. (a) Have you ever, in Hong Kong or elsewhere, been served with a bankruptcy petition which did not result in your being declared bankrupt?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give the following details of the petition:-

(i) the date of service of the petition\_\_\_\_\_

-

(ii) the place where the petition was presented\_\_\_\_\_

-

\_\_\_\_\_

(iii) the name of the court in which the petition was presented\_\_

-

\_\_\_\_\_

4. (a) Have you ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with your creditors?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give details of the arrangement or composition

\_\_\_\_\_

\_\_\_\_\_

I declare that all information given above by me is true and correct to the best of my knowledge and belief.

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

Full Name in English: \_\_\_\_\_

Full Name in Chinese: \_\_\_\_\_

Date: \_\_\_\_\_

\*Signature of witness: \_\_\_\_\_

Full Name in English: \_\_\_\_\_

Full Name in Chinese: \_\_\_\_\_

HK Identity Card No./Passport No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_  
(if (b) below is applicable)

Date: \_\_\_\_\_

\*The witness must be either of the following persons : -

- (a) an official of the Office of the Travel Agents Registry;
- (b) a practising professional (e.g. solicitor; accountant, auditor), a notary public or a Justice of Peace; or
- (c) an owner/director or company secretary of the company/ Travel Agent submitting the application.

**Note:** In relation to Part II 1 of this statement, your attention is drawn to the provisions of sections 2 and 4 of the Rehabilitation of Offenders Ordinance (Chapter 297) of the Laws of Hong Kong. Under section 4(2) of this Ordinance, the protection accorded to rehabilitated individuals under section 2 of the same Ordinance does not apply. In other words, the answer to Part II 1 should include **ALL** convictions.

**WARNING** — Section 48(1)(c) of the Travel Agents Ordinance makes it an offence punishable by a fine of \$100,000 and to imprisonment for 2 years on conviction upon indictment or by a fine of \$10,000 and to imprisonment for 6 months on summary conviction for a person who makes any false or misleading statement or furnishes any false or misleading information in connexion with any application for the issue of a licence or any request by the Registrar of Travel Agents for information under this Ordinance.

FILE / LICENCE NO. :

**STATEMENT OF PARTICULARS OF A BODY CORPORATE  
IN SUPPORT OF AN APPLICATION FOR A TRAVEL AGENTS LICENCE /  
CHANGE OF OWNERSHIP OR CONTROL**

(To be completed by a person duly authorized by the Board of Directors of the corporation which is a proposed Controller/Shareholder/Director for the company applying for a Travel Agents Licence / Travel Agent. Before completion of this statement, pleases read the note on Page 4.)

I. Please state the particulars of the corporation:-

Full Name in English	
Full Name in Chinese	
Office Address and Telephone Number	
Company Registration Number	
Date of Incorporation	
Place of Registration	

II. Please answer the following questions:

1. (a) Has the corporation or any controller, shareholder, director, secretary or officer thereof ever been convicted, whether in Hong Kong or elsewhere, of an offence other than a traffic offence?

Yes

☐

No

☐

(b) If the answer to (a) is 'Yes', give the following details-

	1	2	3
Full name of the defendant in English			
Full name of the defendant in Chinese characters (if applicable) and code			
Aliases (if any)			
Hong Kong Identity Card number			
The offence			
Penalty (if any) imposed			
Date of conviction			
Place of conviction			
Name of the court which tried the offence			

2. (a) Are there any unsatisfied judgment debts, or judgments or court orders for the payment of damages or sum of money, outstanding against the corporation?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', state the amount and give full details—

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3. (a) Has any controller, shareholder, director, secretary or officer of the corporation ever in Hong Kong or elsewhere been declared a bankrupt?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give the following particulars—

		1	2	3
Full name of the controller / shareholder / director / secretary / officer in English				
Full name of the controller / shareholder / director / secretary / officer in Chinese characters (if applicable) and code				
Aliases (if any)				
Hong Kong Identity Card number				
Date of adjudication				
Place of bankruptcy				
Name of the court which made the adjudication				
If the controller / shareholder / director / secretary / officer has been discharged as a bankrupt state—	the date of discharge			
	the conditions of discharge			

4. (a) Has any controller, shareholder, director, secretary or officer of the corporation ever, in Hong Kong or elsewhere, been served with a bankruptcy petition which did not result in his being declared bankrupt?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give the following details of the petition—

	1	2	3
Full name of the controller / shareholder / director / secretary / officer in English			

Full name of the controller / shareholder / director / secretary / officer in Chinese characters (if applicable) and code			
Aliases (if any)			
Hong Kong Identity Card number			
Date of service of the petition			
Place where the petition was presented			
Name of the court in which the petition was presented			

5. (a) Has the corporation or any controller, shareholder, director, secretary or officer thereof ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with his creditors?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', give the following details—

	1	2	3
Full name of the controller / shareholder / director / secretary / officer in English			
Full name of the controller / shareholder / director / secretary / officer in Chinese characters (if applicable) and code			
Aliases (if any)			
Hong Kong Identity Card number			
Details of arrangement or composition			

6. (a) Has a petition ever been presented for winding up the corporation?

Yes

☐

No

☐

- (b) If the answer to (a) is 'Yes', is the petition now pending?

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- (b) If the answer to (b) is 'No', how was the petition disposed of?

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I declare that all information given by me in this application is true and correct to the best of my knowledge and belief.

Signature\_\_\_\_\_

Name of Signatory \_\_\_\_\_

Date \_\_\_\_\_

Capacity \_\_\_\_\_

(Evidence of authorization by the company or other body corporate for a person in this behalf should be produced)

\*Signature of witness:\_\_\_\_\_

Full Name in English:\_\_\_\_\_

Full Name in Chinese:\_\_\_\_\_

HK Identity Card No./Passport No.:\_\_\_\_\_

Designation:\_\_\_\_\_

Professional Qualification: \_\_\_\_\_  
(if (b) below is applicable)

Date:\_\_\_\_\_

\*The witness must be either of the following persons : -

- (a) an official of the Travel Agents Registry;
- (b) a practising professional (e.g. solicitor; accountant, auditor), a notary public or a Justice of Peace; or
- (c) a director or company secretary of the company / Travel Agent submitting the application.

**Note:** In relation to Part II 1 of this statement, your attention is drawn to the provisions of sections 2 and 4 of the Rehabilitation of Offenders Ordinance (Chapter 297) of the Laws of Hong Kong. Under section 4(2) of this Ordinance, the protection accorded to rehabilitated individuals under section 2 of the same Ordinance does not apply. In other words, the answer to Part II 1 should include **ALL** convictions.

**WARNING** — Section 48(1)(c) of the Travel Agents Ordinance makes it an offence punishable by a fine of \$100,000 and to imprisonment for 2 years on conviction upon indictment or by a fine of \$10,000 and to imprisonment for 6 months on summary conviction for a person who makes any false or misleading statement or furnishes any false or misleading information in connexion with any application for the issue of a licence or any request by the Registrar of Travel Agents for information under this Ordinance.

予香港旅遊業議會之授權書  
Authorisation Form to Travel Industry Council of Hong Kong

## 甲部 Part A

本人 \_\_\_\_\_ (姓名) 現 / 曾經 / 從未 \* 為香港旅遊業議會 (下簡稱「議會」) 的持證導遊及 / 或持證領隊\*。

註：如閣下現 / 曾經為議會的持證導遊及 / 或持證領隊，請填妥本授權書之乙部資料。

I \_\_\_\_\_ (English Name) (in Chinese : \_\_\_\_\_)  
am / was / am not \* a certified tour escort or/and accredited tourist guide\* of Travel Industry Council of Hong Kong (TIC).

Note : Please fill in Part B of this form if you are / were a certified tour escort and/or accredited tourist guide of the TIC.

## 乙部 Part B

本人現就 \_\_\_\_\_ (公司名稱) 向旅行代理商註冊處所提交的旅行代理商牌照申請 / 擁有權或控制權的改變申請\*，授權旅行代理商註冊處向議會提供本人以下的個人資料，用作查核由議會管有有關本人的紀律處分記錄。為此，本人亦授權議會向旅行代理商註冊處提供任何及全部有關本人的紀律處分記錄的所有資料。

I hereby, in connection with an application for travel agents licence/change of ownership or control\* submitted by \_\_\_\_\_  
(company name), authorise the Travel Agents Registry to provide TIC with my personal particulars below for the checking of any disciplinary records kept by the TIC about me. I also authorise the TIC to release full particulars of any and all disciplinary records about me to the Travel Agents Registry for the above purpose.

Name : \_\_\_\_\_ Hong Kong ID / Passport No.\*: \_\_\_\_\_  
姓名 香港身份証 / 護照號碼\*

Guide Pass No. and / or Escort Pass No.\* : \_\_\_\_\_  
領隊證編號及 / 或導遊證編號\*

## 丙部 Part C

本人聲明：盡本人所知所信，本人在本授權書提供的資料，均屬真實正確。  
I declare that all information given by me in this form is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_  
簽署

Date: \_\_\_\_\_  
日期

\* Please delete as appropriate 請將不適用者刪去

**RESUME 個人履歷****Name 姓名：** \_\_\_\_\_ (Eng) \_\_\_\_\_ (Chi)**Sex 性別：** M 男 / F 女**Date of Birth 出生日期：** \_\_\_\_\_ (Year/年) \_\_\_\_\_ (Month/月) \_\_\_\_\_ (Day/日)**Post in the Company 公司職位：** Director(董事) / Manager (經理) / Secretary (秘書)  
/ Others(其他): \_\_\_\_\_**Contact Tel. No. 聯絡電話：** \_\_\_\_\_ (Company/公司) \_\_\_\_\_ (Mobile/手提)**Residential Address 住址：** \_\_\_\_\_

Sample 樣本

**Education Background 教育背景\*：**

Period 期間	Level Attained 程度	Name of School/College/ University 中學/大專/大學名稱

**Qualifications Obtained 學歷或其他專業資格\*：**

Year 年份	Qualification Obtained 學歷/專業資格	Granting Authority 頒授機構

(Please continue to fill in page 2 overleaf 請在後頁繼續填寫)

**Working Experience 工作經驗 (Please provide at least 10 years of past working experience)(請提供過去至少十年工作經驗)\*：**

Year 年份	Company Name 公司名稱	Position Held 職位	Duty 職務

**Please provide information, if any, on the commendation(s) that have been granted to you / disciplinary action(s) that have been taken against you as an accredited Tourist Guide/ Tourist Escort, by the Travel Industry Council of Hong Kong or other organizations. 如閣下曾被香港旅遊業議會或其他機構對閣下之導遊/領隊工作作出嘉許/懲處，請在下列表格提供有關資料\*：**

Year/Month 年/月	Commendation/Disciplinary Action Received 有關嘉許/懲處 (e.g. Commendation Letter / Demerit Points / Advice or Warning Letter / Suspension or Revocation of Tourist Guide/Tourist Escort Pass) (例：嘉許信 / 記分 / 勸喻信、警告信/ 暫停或撤銷導遊證/領隊證)	Brief Case Details (if applicable ) 有關個案內容(如適用)

\*(Please put on separate sheet if there is not enough space in the boxes above 如表格不敷應用，請另紙書寫)

I understand that if I willfully give any false information or withhold any material information in this form, it may affect the application for a Travel Agents Licence.

本人明白倘若故意在填寫本表格時虛報資料或隱瞞重要事實，會有可能影響旅行代理商牌照之申請。

Signature 簽署: \_\_\_\_\_ (Name:姓名) \_\_\_\_\_ Date 日期: \_\_\_\_\_

## Application for Granting of Travel Agents Licence Business Scope

Company Name: \_\_\_\_\_ Licence No: \_\_\_\_\_

(Please specify Trade Name as well, if any)

**Outline of business scope :** (Please tick more than one item where appropriate . Should you wish to further elaborate the following in details, please use a separate sheet.)

### ☐ **INBOUND**

Please specify major source markets of visitors received

☐ Mainland ☐ Others, please specify: \_\_\_\_\_

#### Scope

- ☐ Tour Group  
☐ Package tour  
☐ Corporate ☐ Leisure  
☐ Cruise ☐ Meetings, Incentives Conventions & Exhibitions (MICE)  
☐ Hotel Reservation  
☐ Wholesale ☐ Retail  
☐ Others, please specify: \_\_\_\_\_

### ☐ **OUTBOUND**

- ☐ Tour Group with major destination at:  
☐ Mainland ☐ South East Asia ☐ Japan  
☐ Europe ☐ U.S.A  
☐ Others, please specify: \_\_\_\_\_
- ☐ Package Tour with major destination at:  
☐ Mainland ☐ South East Asia ☐ Japan  
☐ Europe ☐ U.S.A  
☐ Others, please specify: \_\_\_\_\_
- ☐ Corporate ☐ Leisure  
☐ Cruise ☐ Meetings, Incentives Conventions & Exhibitions (MICE)  
☐ Hotel Reservation  
☐ Wholesale ☐ Retail  
☐ Ticketing (☐ IATA Member, **please tick** if you are an IATA Member)  
☐ Wholesale ☐ Retail  
☐ Others, please specify: \_\_\_\_\_

☐ \*GSA/sales representative of cruise/airlines/hotel/others \_\_\_\_\_

☒ Number of full-time employee \_\_\_\_\_ Number of part-time employee \_\_\_\_\_

☐ Website: \_\_\_\_\_

☐ Email: \_\_\_\_\_

☐ Other online tools (e.g. Facebook Group) : \_\_\_\_\_

\* please delete as appropriate

Signature by Authorized Person: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

Travel Agents Licence

旅行代理商牌照

To : Registrar of Travel Agents

致：旅行代理商註冊主任

From : Company Name : \_\_\_\_\_ (Licence Number: \_\_\_\_\_)

由：公司名稱： \_\_\_\_\_ (牌照號碼： \_\_\_\_\_)

Business Name (if applicable) 營業名稱 (如適用): \_\_\_\_\_

**1. Selection of Language of Travel Agents Licence 牌照語言選擇**

Our company would like to have the travel agents licence(s) displayed in the following language:

本公司選擇以下列語言展示旅行代理商牌照：

(Please select one language) (請選擇一項)

☐ Chinese 中文\*

☐ English 英文\*

\* Please provide the address(es) of your company (including branches if applicable) in the language selected in the application form for a licence or renewal of a licence, or in the space provided below.

\* 請在牌照申請書或續牌申請書上提供所選擇語言的公司及分行地址，或在以下地方提供。

Address (地址): \_\_\_\_\_

Note : Under regulation 14 of the Travel Agents Regulations (Cap. 218, sub. leg. A), licensees are required to display the licence at a conspicuous place in the premises specified in the licence.

根據《旅行代理商規例》(第 218 章，附屬法例 A)第 14 條的規定，持牌人須在牌照指明的處所內一個顯眼的地方展示其牌照。

**2. Place to Inspect Books of Accounts 檢查帳簿的地方**

Our company has kept the books of accounts\* at the following place:

本公司於下列地址保存帳簿：

Address (地址): \_\_\_\_\_

\* According to section 14(b) of Travel Agents Regulations, the licensee shall inform the Registrar of Travel Agents the place where, during normal office hours, the books of account may be inspected under section 45 of Travel Agents Ordinance (Cap 218). Unless such notification indicates otherwise, the address of the proposed office at which the business of a travel agent is intended to carry on, as shown on the statutory form 2 or 3 (if applicable – form 6 or 7), is taken as the place for inspection of books of account under section 45.

\*根據《旅行代理商規例》第 14(b)條，持牌人須通知旅行代理商註冊主任於通常辦公時間根據《旅行代理商條例》第 45 條檢查帳簿的地方。除非上述通知另有指明，否則法定表格 2 或 3(如適用— 表格 6 或 7)上所載擬用作經營旅行代理商業務的辦事處地址，將被當作條例第 45 條下可作檢查帳簿的地方。

Signature of

Authorized Person:

獲授權人簽署： \_\_\_\_\_

Name of Authorized Person:

獲授權人姓名： \_\_\_\_\_

Company Chop:

公司印鑑： \_\_\_\_\_

Date:

日期： \_\_\_\_\_

With a view to further improving our services, you are cordially invited to complete and return this questionnaire to this Registry. Thank you!

1. Have you made reference to the Licensing Guide attached to the application forms in applying for a Travel Agents Licence (including renewal of licence)?

Date :