



Important Notes on Application for the Renewal of the Accredited Geopark Guide Pass

Geopark guides accredited by the Travel Industry Council of Hong Kong (TIC) are known as Accredited Geopark Guides (A2Gs), and the identity document for an A2G is called the Accredited Geopark Guide Pass (A2G Pass). The A2G Pass is valid for three years. Pass holders may apply for the renewal of their Pass **three months before it expires**.

(I) Renewal requirements

Applicants must meet the following requirements:

1. Holder of a **valid** Tourist Guide Licence issued by the Travel Industry Authority or a pre-existing tourist guide pass (issued by the TIC) taken as a **valid** Tourist Guide Licence ;
2. Holder of a **valid** first aid certificate issued by one of the following six institutions: the Hong Kong Red Cross, the Hong Kong St. John Ambulance Brigade, the Auxiliary Medical Service, the Hong Kong Life Saving Society, the Hong Kong Police Force, and the Hong Kong Fire Services Department;
3. Agreeing to accept and comply with the following rules and regulations:
 - a) the code for geopark guides as specified on the R2G Secretariat website (<http://www.hkr2g.net>); and
 - b) regulations issued by the TIC, which are relevant and applicable to the A2Gs; and
4. Having passed the re-assessment held **every three years** by meeting the requirements a) and b) listed below. Applicants may also be required to attend an interview conducted by the A2G Assessment Board (consisting of at least three members or their representatives, who are from the TIC, AGHK and AFCD) to retain the A2G qualification:
 - a) 30 hours of continuing education, including training sessions, seminars or visits recognised by the R2G Secretariat; and
 - b) 30 hours of geopark guiding experiences as an R2G or A2G, with at least three hours of guiding conducted in a foreign language or Putonghua.

Only continuing education hours and relevant records verified by the R2G Secretariat will be accepted by the TIC. Please refer to the R2G Secretariat website (<http://www.hkr2g.net>) for further details.

(II) How to apply

1. Contact the R2G Secretariat for the A2G re-assessment. The re-assessment result will then be e-mailed to the applicant and the TIC Industry Training Department.
2. After obtaining the A2G re-assessment result, complete, sign and return the “Application Form for the Renewal of the A2G Guide Pass” together with the following documents to the TIC by post or in person:
 - i. A **photocopy**** of a **valid** Tourist Guide Licence issued by the Travel Industry Authority or a pre-existing tourist guide pass (issued by the TIC) taken as a **valid** Tourist Guide Licence ;
 - ii. A **photocopy**** of a **valid** first aid certificate / card issued by the institutions recognised by the TIC;
 - iii. One 1.5” x 2” recent colour photo on white background with the applicant’s name written on the back; and
 - iv. A crossed cheque payable to “Travel Industry Council of Hong Kong”. (Cash will be



香港旅遊業議會

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accepted for submission of application in person. Please do not mail cash.)

2. For applications submitted by post, an acknowledgement of receipt of the application documents will be sent by SMS or e-mail. Applicants who do not receive any message of acknowledgement within 7 working days since the date of posting may contact the TIC Industry Training Department on 2807-1199.
3. Eligible applicants will be issued the Pass within 4 weeks from the date of submission of application. Pass holders will be notified by SMS or e-mail when the Pass is ready for collection. Applicants who do not receive any notification for the collection of Pass in due course may contact the TIC Industry Training Department on 2807-1199.

****Notes:** Applicants should bring the original of the supporting documents required for our verification if they submit their application in person. Otherwise, they must produce the original of those documents when they collect their A2G Pass. All the original documents will be returned to the applicants immediately after verification.

(III) Application fee

HK\$150

(IV) Time limit for renewal application

1. Pass holders who renew their Pass within two years after its expiry do not need to retake any examination. The new Pass will be valid for three years, counting from the day following the day on which the old Pass expires.
2. If Pass holders renew their Pass more than two years after the expiry date, they will have to resit and pass the “Qualifying Examination for Accredited Geopark Guides” before submitting their application. The new Pass will be valid for three years, counting from the day on which the Pass is issued.

(V) Important points to note for pass holders

1. A2G Pass holders who wish to provide tour guiding services to the inbound visitors only within the HK Geopark or to receive inbound visitors outside the HK Geopark must hold a **valid** Tourist Guide Licence issued by the Travel Industry Authority or pre-existing tourist guide pass (issued by the TIC) taken as a **valid** Tourist Guide Licence. Otherwise, they have violated Cap. 634 Travel Industry Ordinance.
2. In order to ensure the quality of the geotour guiding services, the A2Gs must sit and pass a re-assessment **every three years** before submitting their application for renewal of the A2G Pass

(VI) Enquiries

For any queries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

(VII) Notes on collection of personal data

1. The personal data provided in the Application Form for A2Gs will be used by the Travel



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Industry Council of Hong Kong (TIC) for the following purposes:

- (i) to process applications for the A2G Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the A2G Pass to qualified applicants;
 - (iv) To display the Chinese and English names of Pass holders, their Pass numbers and the expiry dates of their Passes on the TIC's website, and the Chinese and English names, photo, e-mail addresses and personal profiles of Pass holders on the R2G Secretariat website, which may be accessed by members of the public;
 - (v) to post on the TIC's website the information on suspensions or revocations of A2G Passes, which may be accessed by members of the public;
 - (vi) to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, e-mail, fax, post, etc.); and
 - (vii) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
 3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
 4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
 5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.
 6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.

丙部 Part C 教育程度 Education background

教育程度 Education level : 中學畢業 secondary 預科 matriculation
 大專／副學士 post-secondary / associate degree 大學 University
 其他 Others (請註明 Please specify) _____

丁部 Part D 可操語言 Language(s) spoken

粵語 Cantonese 普通話 Putonghua 英語 English 日語 Japanese
 泰語 Thai 越南語 Vietnamese 韓語 Korean 印尼語 Indonesian
 其他 Others (請註明 Please specify) _____

聲明 Declaration

1. 本人(申請人)明白及接受 A2G 證之下列發證條款：
I, the applicant, understand and accept the conditions for issuance of the A2G Pass as follows:
 - a. A2G 證由香港旅遊業議會（議會）發出，持證人受 R2G 秘書處網站內列明的導賞員守則及議會現行及不時修訂的相關規例所約束，持證人須經常瀏覽 R2G 秘書處及議會網頁查閱最新消息。
The A2G Pass is issued by the Travel Industry Council of Hong Kong (TIC) and its holder must observe the code for geopark guides as specified on the R2G Secretariat website and is subject to the relevant regulations of the TIC as currently in force and as amended from time to time. Pass holders are required to read about the latest news at the R2G Secretariat website and the TIC's websites regularly.
 - b. 持證人的中英文姓名、證件編號及證件屆滿日期會載於香港旅遊業議會網站內，其中英文姓名、相片、電郵和個人簡歷則載於 R2G 秘書處網站內，而該等資料可被公眾查閱。
The names (Chinese and English) of A2G Pass holders, their Pass numbers and the expiry dates of their Passes will be displayed on the TIC's website, whereas the names (Chinese and English), photos, email addresses and personal profiles of Pass holders will be displayed on the R2G Secretariat website. Such information may be accessed by members of the public.
2. 本人已細閱、明白並同意附於此申請表格之「申請認可地質公園導賞員證續證須知」內的所有條文。
I have read, understood and agreed to all the terms written in the 'Important Notes on Application for the Renewal of Accredited Geopark Guide Pass' attached to this form.
3. 本人證明以上所填資料正確無誤。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。
I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made.

申請人簽署
Applicant's signature : _____

日期
Date : _____