

Travel Agents Licence No.: \_\_\_\_\_

TIC No. (Machine No.): \_\_\_\_\_

## LICENCE TO USE A FRANKING MACHINE

LICENCE is hereby granted to \_\_\_\_\_  
("the Licensee") to use the above-numbered \_\_\_\_\_ franking machine ("the Machine"),  
which is the property of the Travel Industry Compensation Fund ("the Owner"), at  
\_\_\_\_\_ or such other  
address approved by the Travel Industry Council of Hong Kong ("TIC") on the terms and  
conditions set out hereunder for the purpose of placing stamps on receipts issued by the  
Licensee for payments received from its client for or on account of an outbound package tour  
or other matters in respect of which the Travel Agents Ordinance has determined that a  
contribution must be made to the Owner, evidencing that such a contribution has been made.

The Machine shall only be used at the above address which is the Licensee's address  
registered with the TIC and if there is any change in the address where the Machine is used,  
the Licensee must first obtain the TIC's written consent before such changes.

On signing of this Licence, the Licensee shall pay to the Owner through the TIC a deposit for  
the Machine as determined by the Owner ("the deposit"). The deposit shall be returned to the  
Licensee within 14 days of the return of the Machine to the Owner with no interest payable  
provided that the Machine is in good repair and condition to the satisfaction of the Owner.

The Licensee acknowledges that the TIC has the absolute right and discretion to repossess the  
Machine on behalf of the Owner without notice to the Licensee should the need arises.

This Licence is not transferable and commences on the \_\_\_\_\_ day of \_\_\_\_\_.

The Licensee

The Owner

Authorised signature and company chop  
Dated the \_\_\_\_\_ day of \_\_\_\_\_.

Travel Industry Council of Hong Kong  
for and on behalf of the Owner

*(Please turn overleaf for the Chinese translation of this Licence.)*

此為譯本，無須簽署，僅供參考之用，一切以英文本為準

旅行代理商牌照號碼：\_\_\_\_\_

議會編號(印花機編號)：\_\_\_\_\_

## 使用印花機牌照

茲向 \_\_\_\_\_ (「持牌人」)發出牌照，  
准其於 \_\_\_\_\_ 或其他  
香港旅遊業議會(「議會」)批准的地址，按以下條款使用上述編號的 \_\_\_\_\_ 型號  
印花機(「印花機」)。印花機為旅遊業賠償基金(「擁有人」)的財物，持牌人須按《旅  
行代理商條例》的規定，向顧客收取外遊旅行團的費用或其他外遊費用後，就有關款項  
在其發出的收據上蓋上印花，藉此證明已向擁有人繳付供款。

印花機只可於持牌人向議會登記的上述地址使用。如使用印花機的地址有任何更改，持  
牌人必須事先得到議會的書面批准。

本牌照一經簽署，持牌人即須經議會向擁有人繳付印花機的保證金(「保證金」)，金額  
由擁有人決定。持牌人向擁有人歸還印花機後，如印花機狀況良好，令擁有人滿意，則  
將於十四天內獲退還保證金(不計利息)。

持牌人在此確認，如有需要，議會有絕對權力和酌情權代擁有人收回印花機，而無須事  
先通知。

本牌照不得轉讓，並於 \_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日生效。

持牌人

擁有人

\_\_\_\_\_

負責人簽署及公司蓋章

\_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日

\_\_\_\_\_

香港旅遊業議會

(擁有人代表)



印花機加額表格

Franking Machine Reloading Form

旅行社名稱: \_\_\_\_\_

Name of Travel Agent: \_\_\_\_\_

地址(印花機所屬分行): \_\_\_\_\_

Address (Machine Location): \_\_\_\_\_

牌照號碼  
Licence No.: \_\_\_\_\_

印花機編號  
TIC No.: \_\_\_\_\_

可用金額  
Available amount: \_\_\_\_\_

已用金額 (累積)  
Used amount (Accumulated): \_\_\_\_\_

增加金額\*                      支票金額                      退款金額#  
 Reload amount: \_\_\_\_\_ (Cheque amount: \_\_\_\_\_ + Refund amount: \_\_\_\_\_)

支票號碼  
Cheque no.: \_\_\_\_\_

聯絡人  
Contact person: \_\_\_\_\_

電話號碼  
Telephone no.: \_\_\_\_\_

傳真號碼  
Fax no.: \_\_\_\_\_

負責人簽署及公司印章

Authorised Signature & Company Chop

\*請從下列五個金額中選擇：

Please select from the 5 pre-set amounts listed below:

型號：

Model No.: B7A9/DM100 : HK\$2,000    HK\$5,000    HK\$10,000    HK\$20,000    HK\$50,000

Model No.: E7D6:                      HK\$500    HK\$1,000    HK\$2,000    HK\$5,000    HK\$10,000

日期 (Date) : \_\_\_\_\_

# 請另加附頁列出有關批核編號

Please list all relevant approval codes on a separate sheet

支票抬頭請寫「香港旅遊業議會」

Please make cheques payable to **“TRAVEL INDUSTRY COUNCIL OF HONG KONG”**

For official use only:                      Date received: \_\_\_\_\_

Receipt date: \_\_\_\_\_

Receipt no.: \_\_\_\_\_

Processed by: \_\_\_\_\_

Checked by: \_\_\_\_\_