

Guidelines on the handling of Tourist Guide Pass/Tour Escort Pass applications or renewal applications which require special deliberation by the Tourist Guide and Tour Escort Deliberation Committee

I. Procedures for handling Tourist Guide Pass/Tour Escort Pass applications or renewal applications which require special deliberation

1. In any of the following situations, a Tourist Guide Pass/Tour Escort Pass application or a renewal application will be deemed to be in need of special deliberation and will be referred to the Tourist Guide and Tour Escort Deliberation Committee for deliberation:
 - (1) the applicant provides factually untrue information or is suspected of making any false statement;
 - (2) the applicant declares that he/she has been convicted of a criminal offence;
 - (3) the applicant fails to declare that he/she has been convicted of a criminal offence;
 - (4) the applicant's Tourist Guide Pass/Tour Escort Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
 - (5) the applicant's Tourist Guide Pass/Tour Escort Pass has been revoked and he/she has failed to return the Pass to the TIC within the required time limit of seven days;
 - (6) the applicant has worked as a tourist guide without a Tourist Guide Pass or with an invalid Tourist Guide Pass; or the applicant has worked as a tour escort without a Tour Escort Pass or with an invalid Tour Escort Pass; or
 - (7) the applicant has violated the Code of Conduct for Tourist Guides while holding an invalid Tourist Guide Pass and the Tourist Guide and Tour Escort Deliberation Committee has imposed a penalty; or the applicant has violated the Code of Conduct for Outbound Tour Escorts while holding an invalid Tour Escort Pass and the Compliance Committee has imposed a penalty.
2. In points 1(1) to 1(3) above, the TIC Executive Office will notify the applicant as such in writing, and request him/her to submit supporting documents for the application within 14 days from the day following the date of notification from the TIC Executive Office. The supporting documents shall include a detailed curriculum vitae of the applicant, a reference from his/her current employer and a designated reference form completed by his/her relative or friend.
3. In points 1(4) to 1(6) above, the TIC Executive Office will notify the applicant as such in writing, and request him/her to submit supporting documents for the application within 14 days from the day following the date of notification from the TIC Executive Office. The supporting documents shall include a detailed curriculum vitae of the applicant, a reference from his/her current or former employer and a designated reference form completed by his/her relative or friend.
4. All information regarding the identity of the applicant is concealed in the

documents submitted to the Tourist Guide and Tour Escort Deliberation Committee in order to ensure fairness.

5. In points 1(1) to 1(6) above, the Tourist Guide and Tour Escort Deliberation Committee will decide whether the applicant is fit to be a tourist guide/tour escort, and approve or reject his/her application.
6. In point 1(7) above, the Tourist Guide and Tour Escort Deliberation Committee will decide whether to approve the application or not; and if approval is granted, the penalty previously recorded but not yet enforced will be enforced immediately after the Pass is renewed.
7. If the Tourist Guide and Tour Escort Deliberation Committee decides to reject the application, the TIC Executive Office will notify the applicant in writing by fax (if a fax number has been supplied) and registered post of the Committee's decision and grounds, his/her right to appeal against the decision and the appeal procedures.

II. Tourist Guide and Tour Escort Deliberation Committee

1. The majority of the members of the Tourist Guide and Tour Escort Deliberation Committee shall be from outside the trade. Its convenor shall be an independent director and its deputy convenor a trade director.
2. The quorum for meetings of the panel set up under the Tourist Guide and Tour Escort Deliberation Committee for handling Tourist Guide Pass/Tour Escort Pass applications or renewal applications which require special deliberation is, including the convenor or the deputy convenor of the Committee, five members present. Seven members will be invited to each panel meeting on a rotation basis. Among those present at a panel meeting, there shall be:
 - (1) a majority of non-trade members; and
 - (2) at least one tourist guide when the panel is handling Tourist Guide Pass applications or renewal applications which require special deliberation; and/or
 - (3) at least one tour escort when the panel is handling Tour Escort Pass applications or renewal applications which require special deliberation.
3. Panel meetings shall be chaired by the convenor of the Committee or, in his/her absence, the deputy convenor.

III. Appeals against decisions of the Tourist Guide and Tour Escort Deliberation Committee

1. Any applicant desirous of appealing against the Tourist Guide and Tour Escort Deliberation Committee's decision shall within 14 days (from the day following the date of notification of the decision from the TIC Executive Office) give notice of appeal or apply for extending the period for lodging an appeal for an additional period of not more than 14 days in writing to the TIC. The notice of appeal shall be

given with an appeal fee of HK\$1,000. The notice of appeal or application for extension of the appeal period shall be addressed to “TIC Executive Director”. The Appeal Board will decide whether the appeal fee paid by the appellant is to be forfeited, or repaid to the appellant wholly or in part.

2. Details of the appeal procedures are available from the TIC website (www.tichk.org) or the TIC Executive Office.

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