

Important Notes on Application for the Tourist Guide Pass

A tourist guide is the person assigned by a travel agent to receive and take care of travellers visiting Hong Kong. With a view to improving tourist guides' service quality, the TIC set up a **Tourist Guide Accreditation System** on 1 July 2004, under which all tourist guides assigned by member agents to receive visitors to Hong Kong are required to have a valid **Tourist Guide Pass** issued by the TIC.

(I) Application requirements for the Tourist Guide Pass ^(Note 1)

1. 18 years old or above;
2. Holders of the Hong Kong Permanent Identity Card, or holders of the Hong Kong Identity Card who are not subject to any condition of stay;
3. Secondary school graduates ^(Note 2) or above (applicants with one or more than one year's tour-guiding experience may apply for exemption);
4. Holding certificates recognised by the TIC and passing the relevant examinations (Please refer to Item VII of Pages 3 - 4);
5. Holders of a valid first aid certificate or attendance certificate issued by one of the following six institutions: the Hong Kong Red Cross, Hong Kong St. John Ambulance, the Auxiliary Medical Service, The Hong Kong Life Saving Society, the Hong Kong Police Force and the Hong Kong Fire Services Department; or having completed a training course in first aid and holding a valid certificate to that effect issued by an organization approved by the Commissioner for Labour ^(Note 3); or having attended the TIC's first aid talk (In-service medical professionals or those having retired for not more than two years may apply for exemption but relevant supporting documents must be presented);
6. Signing of a declaration stating that the applicant is physically and mentally fit to be a tourist guide, and that there is no other reason that will cause the TIC to consider him/her not fit and proper to be a tourist guide; and
7. Declaration of any criminal conviction in Hong Kong or elsewhere in accordance with the Declaration Form provided by the TIC.

Note 1:

In any of the following situations, a Tourist Guide Pass 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 the applicant declares that he/she has been convicted in Hong Kong or elsewhere of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption);
3. the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;
4. the applicant's Tourist Guide Pass or Tour Escort Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
5. the applicant's Tourist Guide Pass or 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 or other TIC rules while holding an invalid Tourist Guide Pass and the **Tourist Guide and Tour Escort Deliberation Committee / Compliance Committee** has imposed a penalty; or the applicant has violated the Code of Conduct for Outbound Tour Escorts or other TIC rules while holding an invalid Tour Escort Pass and the **Compliance Committee** has imposed a penalty.

Note 2:

Definition of 'secondary school graduates':

- ▶ Completion of Form 5 or Year 11 under the old secondary education system (5-2-3 education system) of Hong Kong or the British-style education system; or
- ▶ Completion of Senior Secondary 3 or the 12th Grade under the new secondary education system (3-3-4 education system) of Hong Kong or the US-style education system.

Ref: 2020.02

P.2

Note 3:

The following list of first aid courses recognized by the TIC will be updated from time to time according to the latest list of first aid courses recognised by the Labour Department:

Name of organisation	Name of first aid course
1. Hong Kong Society of Professional Medical Care	Occupational First Aid Course
2. Maritime Services Training Institute	Elementary First Aid and Proficiency in Medical First Aid (Combined) Course
3. Occupational Safety and Health Council	Certificate of Competence in First Aid Course
4. Ruttonjee Hospital and Tang Shiu Kin Hospital A&E Training Centre	Practical First Aid Certificate Course
5. Scout Association of Hong Kong	First Aid Certificate Course
6. Hong Kong Underwater Association	Basic First Aid Certificate Course
7. First Aid International	First Aid at Work Course

(II) How to apply

1. Return the completed "Application Form for the Tourist Guide Pass" and "Declaration" (Attachment I) together with the following documents to the TIC executive office by post or in person:
 - i. A photocopy* of the result slip of the TIC Tourist Guide Accreditation System Examination OR recognised certificate;
 - ii. A photocopy* of academic proof (applicants with one or more than one year's tour-guiding experience can be exempted.);
 - iii. Photocopy* of first aid certificate or attendance certificate issued by institutions recognized by the TIC;
 - iv. One 1.5" x 2" recent colour photo on white background with the applicant's name written on the back; and
 - v. A crossed cheque amounted **HK\$300** payable to "Travel Industry Council of Hong Kong"; or photocopy of bank-in slip (**Please deposit cash only**) / transaction record **. Cash will be accepted for submission of application in person only. Please do NOT mail cash.
2. Acknowledgement of receipt will be sent by SMS or email upon the receipt of an application submitted by post. For applicants who do not receive any message of acknowledgement within 7 working days since the date of posting, please contact the TIC Industry Training Department on 2807-1199.
3. Eligible applicants will be issued the Pass **within 4 to 5 weeks** from the date of submission of application. Pass holders will be notified by **SMS or email** 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.
4. Those in urgent need may request an '**Acknowledgement of Application for the Tourist Guide Pass**', a document that provisionally allows its holder to undertake the duties of a tourist guide, and **the application must be submitted by the eligible applicants or their authorized representatives in person**, together with the original and photocopy of the supporting documents and the application fee.

* Laminated documents are NOT accepted. Applicants should bring the **original** of the supporting documents required if they submit their application in person. All the original documents will be returned to the applicants immediately after checking of information. For applications by post, the applicants must present the **original** of the supporting documents for information checking when they collect their Tourist Guide or the '**Acknowledgement of Application for the Tourist Guide Pass**'. If it is found that the applicant has submitted any false information, the TIC may revoke the Pass or letter of acknowledgement issued at any time and the case may be reported to the police.

** Name of bank: Bank of China (Hong Kong) Ltd Account no.: 031-349-1-038340-4
 Please write the applicant's full name on the back of the copy of bank-in slip / transaction record and submit it together with the application form. Applicants who submit application by post are advised to **keep the original bank-in slip for record** in order to avoid the loss of payment evidence caused by delivery error.

Ref: 2020.02

P.3

(IV) Time limit for application

1. The time limit for first-time applications for the Pass is **two years**. People who have obtained certificates recognised by the TIC and passed the relevant examinations must apply for the Pass **within two years after being issued with the certificate or notified of their passing the examinations (whichever is later)**.
2. If qualified applicants apply for the Pass after the application deadline, they will have to **pass the designated written examination and road test** before submitting their application.

(V) Restrictions on Tourist Guide Pass

1. General Tourist Guide Pass: it is for applicants holding certificates of categories I to VI. The Pass is valid for 3 years and has to be renewed every 3 years. The Pass holders are allowed to use any language to receive inbound package tours.
2. Tourist Guide Pass for English-speaking tourist guides: it is for applicants obtaining the Pass through the **Waiver Programme for English-speaking Tourist Guides** (which ended on 28 Feb 2010). The Pass is valid for 3 years and has to be renewed every 3 years. The Pass holders are not allowed to use Cantonese or Mandarin to receive inbound package tours.
3. Tourist Guide Pass for non-English-and-Chinese-speaking tourist guides: it is for applicants obtaining the Pass through the **Waiver Programme for Non-English-and-Chinese-speaking Tourist Guides (Waiver Programme)** (which ended on 28 Feb 2010) or the **Accreditation System for Non-English-and-Chinese-speaking Tourist Guides (Accreditation System)**. The Pass holders are not allowed to use Cantonese, English or Mandarin to receive inbound package tours. The Pass issued under the **Waiver Programme** is valid for 3 years and the renewed Pass is valid for 1 year while the Pass issued under the **Accreditation System** is valid for 1 year and has to be renewed annually.
4. Holders of general Tourist Guide Pass and Tourist Guide Pass for English-speaking tourist guides must fulfil the requirements of the **Continuing Professional Development Scheme for Tourist Guides (CPD Scheme)** in the designated period before applying for renewal of the Pass.
5. Holders of Tourist Guide Pass for non-English-and-Chinese-speaking tourist guides are temporarily exempted from the **CPD Scheme**. However, proof of being employed by a TIC member travel agent must be produced when applying for the renewal of the Pass.
6. For details about the application for renewal of Tourist Guide Pass and the **CPD Scheme**, please refer to the section of **Tourist Guide Accreditation System** on the TIC's website (<http://www.tichk.org>).

(VI) Enquiries

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

(VII) Certificates recognized by the TIC and relevant examinations

Category	Recognised certificate	Issued by	Examination to be passed
I	1. Certificate of "Tour Coordinator Certificate Course" #	Hong Kong Tourism Board (formerly known as "Hong Kong Tourism Association"), Hong Kong Institute of Vocational Education (Chai Wan) (formerly known as "Hong Kong Technical College (Chai Wan)"), and Hong Kong Association of Registered Tour Coordinators	Tourist Guide Accreditation Examination: Part B of Paper I * *Category I certificate holders must have at least one year's tourist guiding experience to be eligible to take the above examination.
II	2. Higher Diploma in Travel and Tourism # 3. Higher Diploma in Travel and Tourism Management # 4. Higher Diploma in Tourism and MICE (Travel Industry Management Stream)	Hong Kong Institute of Vocational Education	Tourist Guide Accreditation Examination: Part B of Paper I and Paper II

Ref: 2020.02

P.4

Category	Recognised certificate	Issued by	Examination to be passed
	5. Diploma in Travel Tourism # 6. Vocational Certificate in Inbound Travel Operations # 7. Certificate in Travel and Tourism # 8. Certificate in Tourism and Coordination Officer # 9. Certificate in Tour Coordination #	Hong Kong Institute of Vocational Education (Haking Wong) (formerly known as "Haking Wong Technical Institute")	
	10. Certificate in Tour Guide and Service Culture # 11. Advanced Certificate in Tour Guide and Service Culture 12. Diploma in Tour Service and Travel Agency Operations	Hotel and Tourism Institute (formerly known as "VTC Hospitality Industry Training and Development")	
III	13. Certificate of the "Tour Coordinator Training Course" #	Hong Kong Tourism Association (now known as "Hong Kong Tourism Board")	Tourist Guide Accreditation Examination: Part B of Paper I and Paper II ★ ★Category III certificate holders must attend an ICAC seminar arranged by the TIC before applying for the Tourist Guide Pass.
IV	14. Certificate of "Pre-service Tourist Guide Training Course"	TIC and relevant training institutes	Tourist Guide Accreditation Examination: Paper I and Paper II (enrolment through training institutions)
V	15. Certificate of SUS In-service Tour Guide Training Course # 16. Composite Certificate of the SUS Integrated Tour Guide Training Course, or Testimonial of Studies of the "Tour Guide Training Course" module of the SUS Integrated Tour Guide Training Course # 17. SUS Tour Guide Training Course (II) # 18. Certificate in Tourist Guide Training (Part-time) (known as Module Certificate in Tourist Guide Training before 1 Apr 2014)	"Skills Upgrading Scheme (SUS) for the Travel Industry" and relevant training institutes "Skills Upgrading Scheme (SUS) for the Travel Industry" "Skills Upgrading Scheme (SUS) for the Travel Industry" and relevant training institutes "ERB Skills Upgrading Scheme Plus" and relevant training institutes	NO NEED to take TIC's examinations
VI	19. Certificate of Bachelor degree or above of any discipline	Relevant education institutions	Tourist Guide Accreditation Examination: Paper I and Paper II

Remarks:

- Courses marked with a hash sign (#) have been discontinued.
- Holders of certificates of categories I, II, III, VI who wish to attend the Tourist Guide Accreditation Examination may download the relevant application forms from the TIC's website (<http://www.tichk.org>).
- Non-English-and-Chinese-speakers may obtain the Tourist Guide Pass through the **Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides**. Details can be found on the TIC's website. For any further queries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

Ref: 2020.02

P.5

(VIII) Notes on collection of personal data

1. The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process applications for the Tourist Guide Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the Tourist Guide Pass to qualified applicants;
 - (iv) to include the names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes in the Tourist Guide Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public;
 - (v) to post on the TIC's website the information on suspensions or revocations of Tourist Guide Passes, which may be accessed by travel agents and members of the public;
 - (vi) to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, email, 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.

Points to note for holders of the Tourist Guide Pass

I. Conditions for issuance of the Tourist Guide Pass

1. The Tourist Guide Pass is issued by the Travel Industry Council of Hong Kong (TIC) and 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 TIC's website regularly.
2. The Tourist Guide Pass is the property of the TIC. It is not transferable and must not be used for purposes other than those specified. The TIC reserves the right to revoke, terminate or withdraw the Pass.
3. Holders of the Tourist Guide Pass must wear the valid Pass on their chest while on duty, and must cooperate with the inspectors assigned by the TIC by producing the Tourist Guide Pass and Hong Kong Identity Card for identity verification upon request.
4. The names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes will be included in the Tourist Guide Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public.
5. Pass holders must observe the codes and directives concerning tourist guides issued by the TIC. Non-compliance with the codes and directives will be subject to disciplinary procedures. Information on suspensions or revocations of Tourist Guide Passes will be posted on the TIC's website for different durations in accordance with relevant guidelines, which may be accessed by travel agents and members of the public.
6. Loss of the Tourist Guide Pass should be reported to the TIC immediately for re-issuance of a new one. The procedures and application form for re-issuing the Tourist guide Pass can be downloaded from the TIC's website (<http://www.tichk.org>).
7. Pass holders are obligated to take steps by themselves to ensure that they do not contravene the laws of Hong Kong or other places when working as a tour guide. Pass holders must also take initiative to inform the TIC at their earliest convenience should they be convicted an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption) at any place and any time. Otherwise, their Pass may be suspended or revoked.
8. Pass holders whose Pass is issued through the "Waiver Programme for Non-English-and-Chinese-Speaking Tourist Guides" or under the "Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides" are not allowed to use Cantonese, English or Mandarin in receiving inbound package tours.
9. Pass holders whose Pass is issued through "Waiver Programme for English-Speaking Tourist Guides" (formerly known as "Waiver Programme for English-but-non-Chinese-Speaking Tourist Guides") are not allowed to use Cantonese or Mandarin in receiving inbound package tours.

II. Renewal of the Tourist Guide Pass

1. Pass holders who wish to continue to undertake their duties as a tourist guide must **observe the expiry date of the Pass** and renew their Pass accordingly. **No reminders** will be sent by the TIC for the renewal of the Pass in due course. Application for renewal of the Pass will be accepted **three months before its expiry**. The information and application form for the renewal of the Tour Escort Pass can be downloaded from the TIC's website (<http://www.tichk.org>).
2. Pass holders are required to complete the Continuing Professional Development Scheme for Tourist Guides (CPD Scheme) in the designated period before applying for the Pass. Pass holders whose Pass is issued through the "Waiver Programme for Non-English-and-Chinese-Speaking Tourist Guides" or under the "Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides" are temporarily exempted from the CPD Scheme until further announcements.
3. If Pass holders renew their Pass **more than two years** after the expiry date, they **must pass an examination to be designated by the TIC**. Candidates who fail the examination may resit, and the number of resits allowed is not limited.
4. The **old Pass must be returned** to the TIC when collecting the renewed Pass.
5. In any of the following situations, a Tourist Guide Pass 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:
 - (a) the applicant provides factually untrue information or is suspected of making any false statement;
 - (b) the applicant declares that he/she has been convicted in Hong Kong or elsewhere of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption);
 - (c) the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;
 - (d) the applicant's Tourist Guide Pass or Tour Escort Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
 - (e) the applicant's Tourist Guide Pass or 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;
 - (f) 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
 - (g) the applicant has violated the Code of Conduct for Tourist Guides or other TIC rules while holding an invalid Tourist Guide Pass and the Tourist Guide and Tour Escort Deliberation Committee / Compliance Committee has imposed a penalty; or the applicant has violated the Code of Conduct for Outbound Tour Escorts or other TIC rules while holding an invalid Tour Escort Pass and the Compliance Committee has imposed a penalty.

III. Change of contact information

The TIC will disseminate its information (including course information) to tourist guides from time to time by SMS, email, fax or post. In order to ensure effective transmission of information, tourist guides should notify the TIC of any changes in the contact information by downloading the form "Application for Change of Contact Information" from the TIC's website (<http://www.tichk.org>), and completing and returning it to the TIC Industry Training Department.

Ref: 2020.02

P. I

「導遊證」申請表
Application Form for the Tourist Guide Pass

付款方式 Payment method: 現金 Cash 支票 Cheque (號碼 No.: _____) 現金入賬 Cash deposit

<p align="center">重要事項 Important Notes</p> <p>1. 在填寫本表格前，請先細閱夾附之「申請導遊證須知」及「導遊證持有人注意事項」。 Please study the 'Important Notes on Application for the Tourist Guide Pass' and 'Points to note for holders of the Tourist Guide Pass' attached before completing this form.</p> <p>2. 為方便電腦輸入資料，請以正楷填寫。 Please complete the form in BLOCK LETTERS.</p>	<p align="center">由議會填寫 For Official Use Only</p> <p>Receipt no.: _____</p> <p>Received on: _____</p> <p>TG Pass no.: TG _____</p>
---	---

導遊證類別 Types of Tourist Guide Pass	有效期 Valid for	申請費用 Application fee
<input type="checkbox"/> 普通導遊證 (適用於第一至六類別認可證書持有人) General TG Pass (for holders of recognized certificates [Categories I – VI])	三年 3 years	HK300
<input type="checkbox"/> 外語導遊證 (適用於通過「操中英以外語言導遊核證考試」的人士) Tourist Guide Pass for Non-English-and-Chinese-speaking guides (for those who passed the Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides)	一年 1 year	HK150

甲部 Part A 個人資料 Personal particulars

香港身份證號碼 HKID card number : _____ ()	<p align="center">由議會填寫 For Official Use Only</p> HK sign: _____	<p align="center">白底彩色近照 (請在相片背面寫上姓名， 並用釘書機釘在相片的右下角)</p> <p align="center">RECENT COLOUR PHOTO with a WHITE background (Please write the name on the back of the photo and staple at right bottom corner)</p>
身份證類別 <input type="checkbox"/> 香港永久性居民身份證 HK Permanent Identity Card Type of ID card : <input type="checkbox"/> <input checked="" type="checkbox"/> 香港居民身份證 Hong Kong Identity Card		
<p>◆ 如非永久居民，必須於遞交本表格時夾附「簽證身份書」(即D.I.)或護照副本，並於取證時出示正本。For non-permanent residents, a copy of the <u>Document of Identity for Visa Purposes or passport</u> must be attached to this form and the original copy must be produced when collecting the Pass.</p>		
# 英文姓名 English name : _____ <div style="display: flex; justify-content: space-around;"> 姓 Surname 名 First/Other name </div>		
# 中文姓名 Chinese name : _____		# 姓名以身份證上登記為準 Name as printed on HKID card
出生日期 Date of Birth : _____ / _____ / _____ 年 yyyy / 月 mm / 日 dd		性別 <input type="checkbox"/> 男 M Gender : <input type="checkbox"/> 女 F

乙部 Part B 可操語言 Language(s) spoken

<input type="checkbox"/> 粵語 Cantonese	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 英語 English	<input type="checkbox"/> 日語 Japanese
<input type="checkbox"/> 泰語 Thai	<input type="checkbox"/> 越南語 Vietnamese	<input type="checkbox"/> 韓語 Korean	<input type="checkbox"/> 印尼語 Indonesian
<input type="checkbox"/> 其他 Others (請註明 Please specify) _____			

Ref: 2020.02

P. II

丙部 Part C 通訊資料 Correspondence information

注意：香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。議會將不時以手機短訊、電郵、傳真或郵寄方式向導遊發放議會資訊（包括課程資料）。為確保資訊有效傳遞，下列通訊資料如有任何更改，請於議會網頁下載「更改通訊資料通知書」，填妥後交回議會行業培訓部。

Note: Please note that addresses or mailboxes **outside HK** will **NOT** be accepted. The TIC will disseminate its information (including course information) to tourist guides from time to time by SMS, email, fax or post. In order to ensure effective transmission of information, tourist guides should notify the TIC of any changes in the contact information below by downloading the form "Notification of Change of Contact Information" from the TIC's website, and completing and returning it to the TIC Industry Training Department.

中文聯絡地址 Correspondence address in Chinese : _____ _____	
英文聯絡地址 Correspondence address in English : _____ _____	
手機號碼 Mobile phone : _____	(請儘量填寫可接收短訊的號碼 Please try to give a number that can receive SMS messages.)
電話（住宅） Phone (Home) : _____	電郵地址 Email address : _____
電話（公司） Phone (Office) : _____	傳真 Fax : _____

丁部 Part D 教育程度 Education background

*教育程度 Education level :	<input type="checkbox"/> 中學畢業 Secondary school graduate
	<input type="checkbox"/> 大專文憑／證書 Post-secondary diploma / certificate
	<input type="checkbox"/> 高級文憑／副學士 Higher diploma / associate degree
	<input type="checkbox"/> 學士學位或以上 Bachelor degree or above
	<input type="checkbox"/> 其他 Others (請註明 Please specify) _____
*備註 Remarks :	
申請人須具備中學畢業或以上學歷，否則必須填寫戊部，並由僱主公司負責人簽署及蓋印，或出示由僱主公司發出的證明文件，以證明其於二零零四年七月一日之前已在香港取得一年或以上的導遊經驗。	
<i>Applicants must complete secondary education or above. Otherwise, Part E must be completed and endorsed by employer with authorized signature and company chop, or supporting documents issued by the employer must be produced, to prove that the applicant has obtained at least one year of tour-guiding experience in Hong Kong before 1 July 2004.</i>	

Ref: 2020.02

P. III

戊部 Part E 導遊工作經驗 Tour-guiding experience

申請外語導遊證人士必須填寫此部份。

Applicants for the Tourist Guide Pass for non-English-and-Chinese-speaking guides MUST complete this part.

*請將不適用者刪去 Delete where inappropriate

*現職 / 曾任公司名稱 (中文)
 *Current / Former employer: (In Chinese): _____

(英文)
 (In English): _____

申請人職位
 Applicant's position: _____

服務年期
 Year(s) of service: _____ 年 year(s) _____ 月 month(s) 【由 from _____ / _____ 至 to _____ / _____】
 月份 MM / 年份 YY 月份 MM / 年份 YY

此部份必須由申請人的僱主填寫
This part MUST be completed by the applicant's employer

公司蓋印 Company chop: _____	負責人簽署 Authorized signature: _____ 簽署人姓名 Name of signatory: _____ 牌照號碼 License number: _____
--------------------------	--

己部 Part F 夾附文件 Documents to be attached

遞交申請表時請夾附下列文件# Please submit the following documents with the application form# :

- 申請費用 (劃線支票抬頭請註明「香港旅遊業議會」, 支票背面請寫上姓名。)
 Application fee (Crossed cheques should be made payable to "Travel Industry Council of Hong Kong" with applicant's name written on the back.)
- 吋半 x 兩吋白色背景近照一張 (請於相片背面寫上姓名)
 One 1.5" x 2" recent photo on white background (Please write applicant's name on the back)
- 議會認可機構發出的有效急救證書或急救聽講證書副本#
 Copy of a valid first-aid certificate or attendance certificate issued by institutions recognized by the TIC
- 議會認可證書; 或指定考試的成績通知書副本#
 Copy of certificate issued by institutions recognized by the TIC; or result slip of designated examination
- 學歷證明文件副本# (擁有一年或以上導遊經驗者無需遞交)
 Copy of academic proof (Not necessary for applicants with one or more than one year's tour-guiding experience)
- 申報書 (「導遊證」申請表格附件一)
 Declaration (Attachment I of Application Form for the Tourist Guide Pass)

注意 Important Notes :

申請人必須於領取證件時攜同上列文件之正本作資料核對之用, 方可獲發「導遊證」。持有非本地學歷證明文件者, 將需要提供國家或國際認可的學歷認證文件。

The original copy of the abovementioned documents must be produced for information checking upon collection of the Tourist Guide Pass. Nationally or internationally recognised verification documents shall be required for non-local academic qualifications

聲明及授權

Declaration and authorisation

1. 本人已細閱、明白並同意接受導遊證的所有發證條款，以及附於此申請表的「個人資料收集說明」及「導遊證持有人注意事項」。
I have read, understood and accepted all the conditions for issuance of the Tourist Guide Pass, as well as the “Notes on Collection of Personal Data” and “Points to note for holders of the Tourist Guide Pass” that are attached to this form.
2. 本人同意以任何形式(包括手機短訊、電郵、傳真及郵寄等)向本人發放議會資訊(包括課程資料)。
I agree to receive information (including course information) of the TIC by any means (including SMS, email, fax, post, etc.).
3. 本人同意議會核實本人的學歷證明文件，並**授權本人曾經就讀之教育機構向議會透露有關本人學歷相關的資料作核實之用。**
I agree that the Travel Industry Council of Hong Kong (TIC) shall verify the documents of my academic proof, and here **I authorize the education institutions that I used to attend to provide the TIC with my personal particulars for the verification of academic qualification(s) I attained.**
4. 以上所填報的資料及夾附的文件均真確無訛。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。本人亦知悉如議會發現**任何虛假文件，定必報警處理。**
I hereby declare that the information provided in this form and the documents attached are all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that **the TIC shall report any cases of using false documents to the police.**

申請人簽署

Applicant's signature : _____

日期

Date : _____

申報書
DECLARATION

「導遊證」申請表格附件一
Attachment I of
Application for the Tourist Guide Pass

注意事項 Important Notes

- ▶ 申請「導遊證」人士必須填寫本表格。Applicants for the Tourist Guide Pass must complete this form.
- ▶ 如申請人不明白此申報書的任何一部份，可向議會行業培訓部查詢。Applicants who do not understand any part of this form may contact the TIC Industry Training Department.
- ▶ 請在適當空格上劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

- | | 是 Yes | 否 No |
|---|--------------------------|--------------------------|
| 1. (a) 你的身體狀況是否良好，並適合擔任導遊工作？
Are you physically fit to be a tourist guide? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) 你是否患有《精神健康條例》(第 136 章)第 2 條所指的精神紊亂(有關定義見註一)？
Do you have a mental disorder within the meaning of section 2 of the Mental Health Ordinance (Cap. 136) (see Note 1 for the definition)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 你是否曾經在香港或其他地方被定罪(如符合《罪犯自新條例》或相關定額罰款條例的規定，可無須申報；詳情見註二)？
Have you ever been convicted, whether in Hong Kong or elsewhere, of an offence (see Note 2 for situations where no declaration is required under the Rehabilitation of Offenders Ordinance or relevant fixed penalty ordinances)? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>▶ 如回答「是」，請繼續回答問題 3。If yes, please go to Question 3.</p> | | |
| 3. 你所干犯的罪行是否涉及下列任何一項？
Was the offence in respect of which you were convicted one that involved any of the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) 毒品或藥物 Narcotics or drugs | | |
| (b) 性或暴力 Sex or violence | | |
| (c) 嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等) Seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption) | | |
| <p>▶ 如回答「是」，申請人將要另行提交更詳盡的資料；有關申請及相關資料將交由議會的導遊及領隊審核委員會考慮(委員會考慮的因素見註三)。
If yes, the applicant will be requested to further submit detailed information. The application together with the relevant information will be referred to the TIC Tourist Guide and Tour Escort Deliberation Committee for consideration (see Note 3 for the factors to be considered by the Committee).</p> | | |

盡我所知所信，我在本申報書所填報的各項資料，均屬完整、確實無訛，特此聲明如上。

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

申請人姓名
Name of applicant : _____

香港身份證號碼
HKID card number : _____

申請人簽署
Signature of applicant : _____

簽署日期
Date of signature : _____

(註一 Note 1) :

《精神健康條例》(第 136 章) 第 2 條所指的「精神紊亂」是指：(a) 精神病；(b) 屬智力及社交能力的顯著減損的心智發育停頓或不完整的狀態，而該狀態是與有關的人的異常侵略性或極不負責任的行為有關連的；(c) 精神病理障礙；或 (d) 不屬弱智的任何其他精神失常或精神上無能力。

A “mental disorder” is defined under section 2 of the Mental Health Ordinance as meaning: (a) mental illness; (b) a state of arrested or incomplete development of mind which amounts to a significant impairment of intelligence and social functioning which is associated with abnormally aggressive or seriously irresponsible conduct on the part of the person concerned; (c) psychopathic disorder; or (d) any other disorder or disability of mind which does not amount to a mental handicap.

(註二 Note 2) :

1. 根據《罪犯自新條例》(第 297 章)，申請人在下列情況下無須申報：
Under the Rehabilitation of Offenders Ordinance (Cap. 297), an applicant is **NOT** required to make any declaration if:
 - (a) 在香港被定罪，但並未因此被判處監禁超過 3 個月或罰款超過\$10,000；及
he/she has been convicted in Hong Kong of an offence in respect of which he/she was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000; and
 - (b) 在此以前不曾在香港被定罪；及
he/she has not been convicted in Hong Kong on any earlier day of an offence; and
 - (c) 經過 3 年時間並未在香港再被定罪。
a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence.
3 年時間由所述罪行被判刑的當日起計算。
The period of 3 years shall be reckoned from the date on which the person concerned was sentenced for the offence convicted.
2. 根據《定額罰款(交通違例事項)條例》(第 237 章)、《定額罰款(刑事訴訟)條例》(第 240 章)、《定額罰款(公眾地方潔淨罪行)條例》(第 570 章)、《定額罰款(吸煙罪行)條例》(第 600 章)或《汽車引擎空轉(定額罰款)條例》(第 611 章) 繳付或被命令繳付定額罰款或任何附加罰款者，亦無須申報。
No declaration is required if he/she pays or is ordered to pay a fixed penalty, or any additional penalty, under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap 237), the Fixed Penalty (Criminal Proceedings) Ordinance (Cap 240), the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap 570), the Fixed Penalty (Smoking Offences) Ordinance (Cap 600) or the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap 611).

(註三 Note 3) :

委員會考慮的因素如下：

Factors to be considered by the Committee are as below:

- 1 定罪的時間、地點、性質及嚴重性；
· the time, place, nature and seriousness of the conviction;
- 2 法院判處的刑罰；
· the sentence passed by the court;
- 3 申請人被定罪時的年齡；
· the age of the applicant at the time of the conviction;
- 4 申請人所干犯的罪行是否會對旅客的人身或財物安全構成威脅；
· whether the offence committed will pose a threat to the personal or property safety of visitors;
- 5 申請人犯案時是否正在執行導遊 / 領隊的工作；
· whether the offence was committed during the performance of tourist guiding/tour escorting duties;
- 6 申請人是否曾重犯涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為 (包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等) 的罪行；及
· whether there was any repetition of commission of an offence an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption); and
- 7 委員會考慮過申請人將要履行的職責後，認為與定罪有關的任何其他情況 (不管對申請人有利或不利)。
· any other circumstances (whether favourable or unfavourable to the applicant) relating to the conviction which the Committee regards as relevant having regard to the duties to be undertaken by him/her.