

## Important Notes on Renewal of the Tourist Guide Pass

Pass holders of all types of Tourist Guide Pass may apply for renewal of their Pass three months before it expires. No reminders will be sent by the TIC for the renewal of the Pass in due course. For enquiries, please call the TIC Industry Training Department on 2807-1199 during office hours.

Types of Pass Important Notes	General Tourist Guide Pass and Tourist Guide Pass for English-speaking tourist guides (without any letters or numbers, or with 1 / 2 / R / E1 / ER printed on the bottom right-hand corner of the Pass)	Tourist Guide Pass for non-English-and-Chinese-speaking tourist guides (with W1 / W2 / WR / F / FR printed on the bottom right-hand corner of the Pass)
1. Renewal fee	HK\$150	HK\$150
2. Validity period of the renewed Pass	3 years (counting from the day following the day on which the old Pass expires)	1 year (counting from the issue date of the Pass)
3. Renewal after the expiry date	<ul style="list-style-type: none"> <li>■ Pass holders who renew their Pass <u>within two years</u> after its expiry <u>do not need to take any examination</u>.</li> <li>■ If Pass holders renew their Pass <u>more than two years</u> after the expiry date, they <u>must pass the examinations designated by the TIC</u>. Candidates who fail the examination may resit, and the number of resits allowed is not limited.</li> <li>■ The new Pass will be <u>valid for three years</u>, counting from the day on which the Pass is issued.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Conditions and handling procedures are the same as those of the General Tourist Guide Pass and Tourist Guide Pass for English-speaking tourist Guides (<u>please refer to the column on the left</u>). However, the new Pass will be <u>valid for one year</u>, counting from the day on which the Pass is issued.</li> </ul>
4. Basic requirements for renewal applications	<ul style="list-style-type: none"> <li>a. Pass holders are required to renew their Pass <u>three months before its expiry</u>.</li> <li>b. For holders of TG Pass numbered from TG01001 to TG10553: <ul style="list-style-type: none"> <li>■ For first-time renewals, Pass holders only need to submit their application form for the renewal of the Pass together with the documents and fee required.</li> <li>■ For second-time and subsequent renewals, Pass holders must complete the Continuing Professional Development Scheme for Tourist Guides (CPD Scheme) designated by the TIC before submitting the application for Pass renewal.</li> <li>■ <b>Non-English-and-Chinese-speaking tourist guides</b> who obtain the general Tourist Guide Pass by completing the <b>SUS In-service Tour Guide Training Course</b> (course discontinued) may choose to: (i) take part in the CPD Scheme in order to renew their Pass, which does not have any restriction on languages to be used; <b>or</b> (ii) not take part in the CPD Scheme, in which case they will only be issued with the Pass for Non-English-and-Chinese-speaking tourist guides when renewing their Pass, and will not be allowed to use Cantonese, Mandarin or English to receive inbound package tours.</li> </ul> </li> <li>c. For holders of TG Pass numbered TG10554 or after: <ul style="list-style-type: none"> <li>■ Every time before applying for the Pass renewal, Pass holders must complete the CPD Scheme designated by the TIC.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▶ Pass holders are required to renew their Pass <u>three months before its expiry</u>.</li> <li>▶ Applicants only need to submit their application form for the renewal of the Pass together with the documents and fee required.</li> </ul>

Ref: 2020.02

P.II

Types of Pass Important Notes	General Tourist Guide Pass and Tourist Guide Pass for English-speaking tourist guides (without any letters or numbers, or with 1 / 2 / R / E1 / ER printed on the bottom right-hand corner of the Pass)	Tourist Guide Pass for non-English-and-Chinese-speaking tourist guides (with W1 / W2 / WR / F / FR printed on the bottom right-hand corner of the Pass)
5. Applications that require special deliberation	<p>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 <b>Tourist Guide and Tour Escort Deliberation Committee</b> for deliberation (It takes about 8 weeks.):</p> <ol style="list-style-type: none"> <li>the applicant provides factually untrue information or is suspected of making any false statement;</li> <li>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);</li> <li>the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;</li> <li>the applicant's Tourist Guide Pass or Tour Escort Pass has been revoked, or the applicant's application for Pass renewal has been rejected;</li> <li>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;</li> <li>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</li> <li>the applicant has violated the Code of Conduct for Tourist Guides while holding an invalid Tourist Guide Pass and the <b>Tourist Guide and Tour Escort Deliberation Committee</b> or <b>Compliance Committee</b> 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 <b>Compliance Committee</b> has imposed a penalty.</li> </ol>	
6. How to apply	<ol style="list-style-type: none"> <li>Return the completed "Application Form for the Renewal of the Tourist Guide Pass" and "Declaration" (Attachment I) together with the following documents to the TIC by post or in person: <ol style="list-style-type: none"> <li>one 1.5" x 2" recent colour photo with a <u>white background</u> with the Pass holder's name &amp; TG number written on the back;</li> <li>a crossed cheque amounted <b>HK\$150</b> payable to "Travel Industry Council of Hong Kong"; <u>or photocopy</u> of bank-in slip (<b>Please deposit cash only</b>) / transaction record (Bank of China (HK) Ltd: A/C no.: 031-349-1-038340-4) Cash will be accepted for submission of application in person only. <u>Please do NOT mail cash</u>; and</li> <li>photocopy<sup>(Note)</sup> of supporting documents proving the completion of the CPD Scheme (only for those who are required to complete the CPD Scheme). <b>(Note):</b> <ul style="list-style-type: none"> <li>▶ The original copy of the supporting documents must be produced for verification when submitting application in person or collecting the new Pass.</li> <li>▶ Applicants having passed or completed the 'Knowledge on Hong Kong Quiz', seminar(s) or course(s) held by the TIC are not required to produce the relevant supporting documents.</li> </ul> </li> </ol> </li> <li>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.</li> <li>Eligible applicants will be issued the Pass <u>within 4 to 5 weeks</u> from the date of submission of application. Pass holders will be notified by <u>SMS or email</u> 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.</li> <li>Those in urgent need may request an '<b>Acknowledgement of Application for the Renewal of the Tourist Guide Pass</b>', a document that provisionally allows its holder to undertake the duties of a tourist guide, and <u>the application must be submitted by the eligible applicants or their authorized representatives in person</u>, together with the original and photocopy of the supporting documents and the application fee.</li> </ol>	

Ref: 2020.02

P.III

### **Continuing Professional Development Scheme for Tourist Guides**

**(For holders of general Tourist Guide Pass / Tourist Guide Pass for English-speaking tourist guides only)**

Holders of Tourist Guide Pass numbered from TG01001 to TG10553 must complete the Continuing Professional Development Scheme for Tourist Guides (CPD Scheme) before submitting their **second-time and subsequent application for Pass renewal**. Holders of Tourist Guide Pass numbered TG10554 or after must complete the CPD Scheme **every time before submitting their application for Pass renewal**. **Non-English-and-Chinese-speaking tourist guides** who obtain the general Tourist Guide Pass by completing the **SUS In-service Tour Guide Training Course** (course discontinued) may choose to: (i) take part in the CPD Scheme in order to renew their Pass, which does not have any restriction on languages to be used; **or** (ii) not take part in the CPD Scheme, in which case they will only be issued with the Pass for Non-English-and-Chinese-speaking tourist guides when renewing their Pass, and will not be allowed to use Cantonese, Mandarin or English to receive inbound package tours.

- ★ Tourist guides must **fulfil the requirements set out below in Items A, B and C** during **each CPD period** (a CPD period refers to the three-year period when the Tourist Guide Pass is valid) in order to be considered to have completed the CPD Scheme.
- ★ Items A, B and C shown below can be completed **in any order**, the number of hours exceeding the requirement **will not** be carried over into the next CPD period.
- ★ For functions that are NOT held by the TIC, tourist guides are required to obtain an attendance certificate which is to be submitted to the TIC together with the application for renewal of the Pass.

<b>CPD Item A</b>	Consolidation and updating of knowledge
<b>Mode</b>	(i) To pass the 'Knowledge on Hong Kong' Quiz (1.5 hours); <b>or</b> (ii) To attend a 'Knowledge on Hong Kong' Workshop (at least 6 hours)
<b>Organiser</b>	(i) TIC (ii) Organizers recognized by the TIC ( <i>in alphabetical order</i> ) : <ul style="list-style-type: none"> <li>● Caritas Community &amp; Higher Education Service (Hotline: 2710-2628)</li> <li>● HKFTU Occupational Retraining Centre (Hotline: 2877-2388)</li> <li>● Hong Kong Association of Registered Tour Co-ordinators (Hotline: 2807-6512)</li> <li>● Hong Kong College of Technology (Hotline: 2711-9820)</li> <li>● Hong Kong Ecotourism and Travels Professional Training Centre (Hotline: 2116-0649)</li> <li>● Hotel and Tourism Institute (Hotline: 2751-5808)</li> </ul>

<b>CPD Item B</b>	Professional ethics
<b>Mode</b>	To attend <b>at least ONE</b> talk, seminar or case study workshop on topics relating to professional ethics (2.5 – 3 hours)
<b>Organiser</b>	Specified or regularly organized by the TIC

<b>CPD Item C</b>	Self-selected courses
<b>Mode</b>	<ul style="list-style-type: none"> <li>● To take courses relating to 'upgrading of skills' or 'personal development' (at least 12 hours in total). Several courses may be taken to accumulate the required number of hours.</li> <li>● The courses taken during a CPD period must be different from the ones taken during any other periods.</li> <li>● Examples of courses relating to 'upgrading of skills': Knowledge on the countries of origin of visitors, or tourist attractions in Hong Kong or nearby regions; first aid / life-saving / medical and health care; communication or verbal skills / vocal techniques / voice care; salesmanship; management / administration / leadership; law / insurance; computer / photography / information technology; occupational health and safety; knowledge or information related to tourism or tour-guiding (Note: Courses whose certificates can be used to apply for the Tourist Guide Pass, such as the Pre-service Tourist Guide Training Course and the Module Certificate in Tourist Guide Training course, are excluded.).</li> <li>● Examples of courses relating to 'personal development': self-understanding / personal growth / psychology / spiritual development or religion; emotion management / emotional intelligence / stress management; interpersonal relationship / socialisation skills / social etiquette; professional image / grooming and dress / personal health care; language / grammar / writing / literature; physical training / relaxation; intellectual enhancement / analytical, thinking or memory abilities (e.g. memory methods, chess, decision-making / analytical skills, logical thinking, etc.); general knowledge of daily life / self-management (e.g. time management, work ethic, personal finance and investment, etc.); personal taste (e.g. connoisseurship in food and drink / art / luxury goods, etc.); official academic qualifications (any diploma, higher diploma, associate degree, bachelor degree, master degree or doctoral degree courses), etc.</li> </ul>
<b>Organiser</b>	Tourist guides may freely take courses, seminars or workshops organised by the TIC, tourist guide associations or any private or public training institutions. However, In-house training by travel agents or private tuitions will <b>NOT</b> be accepted.
<b>Details</b>	Please refer to the Guideline on Item C: Self -selected Courses : <a href="https://cutt.ly/CPD_CE">https://cutt.ly/CPD_CE</a>



Ref: 2020.02

P.IV

### 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>).

Ref: 2020.02

P.VI

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. **Non-English-and-Chinese-speaking tourist guides** who obtain the general Tourist Guide Pass by completing the **SUS In-service Tour Guide Training Course** (course discontinued) may choose to:  
(i) take part in the CPD Scheme in order to renew their Pass, which does not have any restriction on languages to be used; **or** (ii) not take part in the CPD Scheme, in which case they will only be issued with the Pass for Non-English-and-Chinese-speaking tourist guides when renewing their Pass, and will not be allowed to use Cantonese, Mandarin or English to receive inbound package tours.
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. 1

**「導遊證」續證申請表**

**Application Form for the Renewal of 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

<b>重要事項 Important Notes</b>	<b>由議會填寫 For Official Use Only</b>
1. 在填寫本表格前，請先細閱夾附的「導遊證續證須知」第I至X頁。Please study pages. I – X of the 'Important Notes on Renewal of the Tourist Guide Pass' attached before completing this form. 2. 為方便電腦輸入資料，請以 <b>正楷</b> 填寫。 Please complete the form in <b>BLOCK LETTERS</b> .	Receipt no.: _____ Received on: _____ TG Pass no.: TG _____

導遊證類別 Types of Tourist Guide Pass	有效期 Valid for	續證費用 Renewal fee
<input type="checkbox"/> 普通導遊證 (首次續證：證件右下角印上 '1' / '2' / 'E1' 或空白) General TG Pass (First-time renewal: '1' / '2' / 'E1' or nothing is printed on the bottom right of the Pass)	三年 3 years	HK150
<input type="checkbox"/> 普通導遊證 (第二次或以上次數續證：證件右下角印上英文字母 'R' / 'ER') General TG Pass (Second-time and subsequent renewal: 'R' / 'ER' are printed on the bottom right of the Pass)	三年 3 years	HK150
<input type="checkbox"/> 外語導遊證 (證件右下角印上 'W1' / 'W2' / 'WR' / 'F' / 'FR') Tourist Guide Pass for Non-English-and-Chinese-speaking guides ( 'W1' / 'W2' / 'WR' / 'F' / 'FR' are printed on the bottom right of the Pass)	一年 1 year	HK150

**甲部 Part A 個人資料 Personal particulars**

導遊證編號 TG Pass No. :	TG _____	證件到期日 Expiry Date :	_____
香港身份證號碼 HKID card number :	( ) _____	<b>由議會填寫 For Official Use Only</b> HK sign:	性別 Gender : <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
身份證類別 Type of ID card :	<input type="checkbox"/> 香港永久性居民身份證 HK Permanent Identity Card <input type="checkbox"/> <input checked="" type="checkbox"/> 香港居民身份證 Hong Kong Identity Card		<b>白底彩色近照</b> (請在相片背面寫上姓名， 並用釘書機釘在相片的右下角)  <b>RECENT COLOUR PHOTO</b> with a <b>WHITE</b> background (Please write the name on the back of the photo and staple at right bottom corner)
* 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 must be attached to this form and the original copy must be produced when collecting the Pass.</u>			
# 英文姓名 English name :	_____	_____	
	姓 Surname	名 First/Other name	
# 中文姓名 Chinese name :	_____	# 姓名以身份證上登記為準 Name as printed on HKID card	

Ref: 2020.02

P. 2

**乙部 Part B 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 <b>可接收短訊</b> 的號碼 Please try to give a number that <b>can receive SMS messages.</b> )
電話（住宅） Phone (Home) : _____	電郵地址 Email address : _____
電話（公司） Phone (Office) : _____	傳真 Fax : _____

**丙部 Part C 導遊工作經驗 Tour-guiding experience**

*外語導遊證持有人必須填寫此部份。*

*Holders of Tourist Guide Pass for non-English-and-Chinese-speaking guides MUST complete this part.*

現職公司名稱 Current employer : 中文 (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 _____ / _____】 <div style="text-align: center; font-size: small;">             月份 MM / 年份 YY                      月份 MM / 年份 YY         </div>

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 : _____



Ref: 2020.02

P. 3

**丁部 Part D 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) _____			

**戊部 Part E 持續專業進修紀錄 Record of continuing professional development**

須於「導遊證」到期前完成「導遊持續專業進修計劃」者，請夾附下列證明文件副本（外語導遊證持有人除外）：

**Applicants who are required to complete the Continuing Professional Development Scheme for Tourist Guides** should attach the photocopy of the following supporting documents to this form (except holders of Tourist Guide Pass for non-English-and -Chinese-speaking tourist guides) :

進修項目 Development programmes	所需證明文件 Supporting documents to be submitted 請在適當空格內劃上「✓」號。Please tick (✓) the appropriate box(es)
1. 通過「香港知識測驗」或參加「香港知識工作坊」 Passing the 'Knowledge on Hong Kong Quiz' <b>or</b> attending the 'Knowledge on Hong Kong Workshop'	<input type="checkbox"/> 由議會舉辦的「香港知識測驗」(無需夾附成績通知書) "Knowledge on Hong Kong Quiz" held by the TIC (No result slip is required.)  <input type="checkbox"/> 「香港知識工作坊」出席證書副本# <b>Copy #</b> of attendance certificate for the "Knowledge on Hong Kong Workshop"
2. 有關專業操守的講座、研討會或工作坊 Talks, seminars or workshops relating to professional ethics	<input type="checkbox"/> 由議會舉辦 (無需夾附出席證明文件) Organized by the TIC ( <b>No</b> attendance certificate is required.)  <input type="checkbox"/> 由其他機構舉辦 (需夾附出席證明文件副本#) Organized by other organization(s) ( <b>Copy#</b> of attendance certificate has to be attached.)
3. 不少於 12 小時的自選進修課程 Not less than 12 hours of self-selected course(s)	<input type="checkbox"/> 由議會舉辦 (可免夾附有關證明文件) Run by the TIC (The relevant supporting documents can be <b>exempted</b> .)  <input type="checkbox"/> 由其他機構舉辦 (必須夾附有關證明文件副本#) Run by the TIC ( <b>Copy#</b> of the relevant supporting document(s) must be attached.)

**# 備註 Remarks :**

申請人如親身遞交申請表時，必須攜同所提交文件副本之正本予職員核實；否則，申請人必須於領取證件時攜同所提交文件副本之正本予職員核實，方可獲發「導遊證」。(所有正本文件經核實後均會即時歸還申請人。)

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 Tourist Guide Pass at the TIC Training Department. (All the original documents will be returned to the applicants immediately after verification.)

**聲明 Declaration**

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. 本人同意議會以任何形式(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. 本人聲明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」續證申請表格附件一  
Attachment I of  
Application for Renewal of Tourist Guide Pass

**注意事項 Important Notes**

- ▶ 續領「導遊證」人士必須填寫本表格。Applicants for the renewal of 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？<br>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)？<br>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. 自最近一次獲發或續發「導遊證」後至今，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)？<br>Since the last time your Tourist Guide Pass was issued or renewed, 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"/> |
| ➤ 如回答「是」，請繼續回答問題 3。If yes, please go to Question 3.  |                          |                          |
| 3. 你所干犯的罪行是否涉及下列任何一項？<br>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)                                    |                          |                          |
| ➤ 如回答「是」，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)。<br>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).         |                          |                          |

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.