

## Application for becoming local receiving agents for Chinese citizens

- I. Hong Kong travel agents which intend to become the receiving agents for tours from Mainland China (hereafter called “Hong Kong receiving agents”) must fulfil the following requirements:
  - (1) The Hong Kong receiving agents must be members of the TIC and must have obtained a Travel Agent’s Licence. Such agents must submit a letter of undertaking to the TIC, undertaking to abide by the laws of Hong Kong, observe the TIC’s Code of Business Practice on Inbound Package Tours, and protect the legitimate rights and personal safety of the visitors.
  - (2) The Hong Kong receiving agents must sign contracts specifying the methods and terms of payment with such Mainland tour operators as are permitted to organise outbound tours to Hong Kong for citizens of Mainland China.
  - (3) Detailed itineraries, with prices clearly stated, must be prepared by the Hong Kong receiving agents and the Mainland tour operators, and filed with the TIC for registration.
  - (4) The Hong Kong receiving agents must adhere to the itineraries agreed in advance when arranging activities for the tour groups. Unless agreed by the Hong Kong receiving agents, the Mainland tour operators and the tour members, items on the itineraries cannot be altered.
  - (5) Shopping sessions arranged by the Hong Kong receiving agents must follow the terms stipulated in the contracts. Tour guides of the Hong Kong receiving agents must not arrange for or induce the tour members to go to “unhealthy” venues.
  - (6) The Hong Kong receiving agents must assign local tour guides to the tour groups.
- II. Any Hong Kong receiving agents found to have violated the above requirements and been complained by visitors will be penalised by the TIC in accordance with relevant rules and regulations. Should any violations be considered severe, the Hong Kong receiving agent concerned will be removed from the list.
- III. The list of the first batch of eligible Hong Kong receiving agents was submitted to the China National Tourism Administration (CNTA) in late December 2001. The TIC will then be submitting the list to the CNTA **every three months**, subject to the number of application received.
- IV. Members intending to become eligible Hong Kong receiving agents should complete the attached Letter of Undertaking and the Itinerary Registration Form, and send them together with the **itineraries and a copy of the contract signed with an authorised Mainland tour operator**, to the TIC Executive Office by fax or by post before the submission date of the list.

## Itinerary Registration Form For Package Tours for Citizens of Mainland China

- Notes:**
- 1. Please complete the form in block letters.**
  - 2. Please return the form, together with a copy of each itinerary sent to the Mainland tour operator, to the TIC Executive Office for registration.**
  - 3. Tour price must be specified on the itinerary.**
  - 4. Members may be required to submit cost breakdown together with any such evidence for justification.**

Company Name / Trade Name: \_\_\_\_\_

Licence No.: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_

Authorised Person: \_\_\_\_\_ Position: \_\_\_\_\_

Name of the tour / travel product (please attach separate sheets if necessary):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
Signature of the authorised person  
& company chop

\_\_\_\_\_  
Date

To: Travel Industry Council of Hong Kong

**Letter of Undertaking  
in relation to  
Provision of Travel Services to Citizens of Mainland China**

We, \_\_\_\_\_ (company name), hereby undertake to abide by the laws of Hong Kong, observe the TIC's Code of Business Practice on Inbound Package Tours, and protect the legitimate rights and personal safety of the visitors.

\_\_\_\_\_  
Signature of the authorised person  
& company chop

\_\_\_\_\_  
Date