



Travel Agents Incentive Scheme (Outbound)

Guide to Application¹

I. Introduction

1. The Travel Agents Incentive Scheme is funded by the HKSAR Government and comprises two parts, namely inbound travel (administered by the Hong Kong Tourism Board (HKTB)) and outbound travel (administered by the Travel Industry Council of Hong Kong (TIC)). It aims to provide cash incentives for travel agents based on the number of inbound and outbound overnight travellers they serve.
2. (a) Applicable on or before 31 March 2023: The maximum number of eligible travellers for which cash incentives can be disbursed to a travel agent is 1,000, which include inbound travellers (cash incentives of HK\$120 each) and outbound travellers (cash incentives of HK\$100 each); and
(b) Applicable after 31 March 2023: The maximum number of eligible travellers for which cash incentives can be disbursed to a travel agent is 500 and cash incentive of HK\$100 for each inbound and outbound traveller.
3. This Guide to Application is solely for the Travel Agents Incentive Scheme (Outbound). Applicants wishing to apply for the Travel Agents Incentive Scheme (Inbound) should refer to a separate Guide to Application provided by the HKTB.
4. Applicants should read the following information carefully before submitting their applications.

¹ Notes:

- This Guide to Application should be read in conjunction with Application Form A and Application Form B.
- This Guide to Application is prepared in English and Chinese. In case of discrepancies or contradiction, the English version shall prevail.

II. Eligibility of Applicants

1. The Applicant must be a travel agent that fulfils the following two conditions concurrently:
 - (1) holding on 23 October 2019 (i.e. the date on which the HKSAR Government, jointly with the HKTB and the TIC, announced the Travel Agents Incentive Scheme) a valid travel agent's licence issued under the then Travel Agents Ordinance (applicable on or before 31 March 2023)/holding on 22 February 2023 a valid travel agent's licence issued under the Travel Industry Ordinance (Cap. 634) (applicable after 31 March 2023); and
 - (2) continuing to hold a valid travel agent's licence when cash incentives are disbursed by the TIC to the travel agent.

III. Cash Incentives for Hong Kong Outbound Travel Agents

1. The Applicant is eligible to a cash incentive of HK\$100 for each outbound traveller for whom it obtains an eligible outbound trip.
2. An eligible outbound trip refers to an outbound trip which belongs to any one of the following categories whose booking is received by the Applicant within the eligible period (i.e. between 23 October 2019 and 30 June 2023 (both dates inclusive)), and whose duration lasts for more than one day with the departure date falling within the aforesaid eligible period:
 - (1) outbound tours departing from and returning to Hong Kong;
 - (2) outbound travel packages involving transport departing from and returning to Hong Kong plus accommodation outside Hong Kong or plus activities outside Hong Kong; and
 - (3) return travel tickets to destinations outside Hong Kong which bear the real names of the passengers, such as air tickets, boat tickets, High Speed Rail tickets, etc. (except for voided tickets).
3. Applications must not be submitted until after the departure of outbound travellers' outbound trips.
4. Applicants are not eligible to apply for the Travel Agents Incentive Scheme (Outbound) if they have used or intend to use the same outbound trip for application for other funding support from the TIC or HKSAR Government/semi-government organisations.

IV. Application Period and Procedures

Application period

1. All applications must be submitted to the TIC on or before the following relevant application deadline in accordance with the steps below. Late submissions will not be accepted.

Eligible outbound trip	Relevant application deadline for cash incentives
1-28 February 2023	31 March 2023
1-31 March 2023	30 April 2023
1-30 April 2023	31 May 2023
1-31 May 2023	30 June 2023
1-30 June 2023	31 July 2023

2. The date of submission of an application means the time when all the documents required in clause 2 of application procedures below are submitted to the TIC.

Application procedures

1. The Applicant must download from the TIC website the Excel file “Travel Agents Incentive Scheme (Outbound): Application Form A”, input the necessary data into the Excel file and then email the saved Excel file to the TIC (email address: TAIS@tichk.org).
 2. After sending the Excel file of Application Form A to the TIC, the Applicant must send the following documents to the TIC by post, by courier or in person within seven days:
 - (1) a printed copy of the completed “Travel Agents Incentive Scheme (Outbound): Application Form A”;
 - (2) the original of the completed “Travel Agents Incentive Scheme (Outbound): Application Form B”, which must be signed by a manager (or anyone with a higher title) of the travel agent and stamped with the company stamp; and
 - (3) the photocopies of the relevant supporting documents subject to the different situations mentioned in the following:
 - (a) participation in outbound tours departing from and returning to Hong Kong: levy receipts or (if payment is made after completion of the trip) invoices;
 - (b) purchase of travel packages which include transport departing from and returning to Hong Kong, and accommodation or activities outside Hong Kong: levy receipts or (if payment is made after completion of the trip) invoices; and
 - (c) purchase of return travel tickets to destinations outside Hong Kong which bear the real names of the passengers: (i) receipts for the purchase or (if payment is made after completion of the trip) invoices, and the return travel tickets; or (ii) receipts for the purchase or (if payment is made after completion of the trip) invoices, and the return travel tickets.

completion of the trip) invoices, and the vouchers which bear the real names of the passengers for redemption of the return travel tickets.

3. Owing to privacy concern, applicants must black out the names of outbound travellers on all relevant supporting documents (such as photocopies of receipts and invoices) and must not send travellers' names and personal information to the TIC.
4. Applicants should email the Excel file of Application Form A to the TIC no more than once a day.
5. Applicants may be required to provide additional or supplementary information to support their applications. The TIC reserves the right to not further process an application if the Applicant fails to provide the required information.

Assessment of applications and disbursement of cash incentives

1. Applications will be assessed by the TIC on a monthly basis. The Applicant will be notified of the application result (if unsuccessful) by the TIC. For successful applications as received in a monthly application period, the TIC will disburse cash incentive(s) to successful Applicants by cheque within one month counting from the last day of that monthly application period.

V. Enquiry

For enquiries, please contact the TIC:

Website: www.tichk.org

Tel: 2807 1199

Email: TAIS@tichk.org

Address: Travel Industry Council of Hong Kong
Rooms 1706-1709, 250 King's Road, North Point, Hong Kong

VI. Important Notes

1. The TIC reserves the rights to validate information in the applications submitted by Applicants with relevant service suppliers for audit purposes.
2. The Applicant should complete the application form and provide all supporting documents in a timely and truthful manner.
3. The TIC reserves the final discretion and right to amend this Guide to Application without prior notice.
4. The TIC's decision on accepting or rejecting any application is final.