



香港旅遊業議會
TRAVEL INDUSTRY COUNCIL
OF HONG KONG

Incorporated with limited liability

DIRECTIVE

Issue Date: 15 February 2019

Ref: BOD238/15022019/IN/FY

Registration of tour confirmation agreements of inbound mainland one-day shopping tours via Hong Kong-Zhuhai-Macao Bridge

Resolution No. 238

(Directive category: Inbound)

To continue facilitating registration of tour confirmation agreements of inbound one-day shopping tours which enter Hong Kong from mainland China via the Hong Kong-Zhuhai-Macao Bridge, the Board of Directors resolved at its meeting on 12 February 2019 to retain the requirements stipulated in Directive No. 236 by issuing this Directive, the details of which are as follows:

1. Any service provided by members for mainland China's inbound visitors of outbound travel agencies of mainland China is considered an inbound mainland one-day shopping tour via the Hong Kong-Zhuhai-Macao Bridge if it contains all of the following three items:
 - (1) entry into Hong Kong via Hong Kong Port of the Hong Kong-Zhuhai-Macao Bridge;
 - (2) an itinerary lasting for one day (without accommodation); and
 - (2) shopping at shops regulated by the Refund Protection Scheme (Registered Shops) for Inbound Tour Group Shoppers.
2. All inbound mainland one-day shopping tours via the Hong Kong-Zhuhai-Macao Bridge received by members shall be registered with the TIC by means of the form "Tour Confirmation Agreement for Inbound Mainland One-day Shopping Tours via Hong Kong-Zhuhai-Macao Bridge" (see Attachment 1) designated by the TIC in order to specify the reception services agreed by both members and outbound travel agencies of mainland China.
3. Tour Confirmation Agreements shall be completed in accordance with the following method:
 - (1) The Tour Confirmation Agreement shall be signed and stamped by members and outbound travel agencies of mainland China.
 - (2) Unless there are sufficient and reasonable reasons, all the entries of the Tour Confirmation Agreement shall be completed except where otherwise

specified, and the information provided shall be accurate.

4. Each Tour Confirmation Agreement shall only be used for the registration of one inbound mainland one-day shopping tour via the Hong Kong-Zhuhai-Macao Bridge. The amount of the registration fee is given in the Schedule.
5. Members shall register their Tour Confirmation Agreements in accordance with the following method:
 - (1) Members shall buy registration-fee stickers from the TIC and then paste the sticker(s) with the sufficient amount in the specified space of the front of the Tour Confirmation Agreement in order to show that they have paid the registration fee. See Attachment 2 for the method to order registration-fee stickers.
 - (2) Each Tour Confirmation Agreement pasted with the registration-fee sticker(s) with the sufficient amount shall be registered with the TIC by fax (3764-0122 or 3764-0123), by email (tour@tichk.org) or by hand.
 - (3) The Tour Confirmation Agreement for Inbound Mainland One-day Shopping Tours via Hong Kong-Zhuhai-Macao Bridge shall be registered before the arrival of the mainland tour in Hong Kong.
 - (4) If the Tour Confirmation Agreement has been faxed or emailed to the TIC for registration, its original copy shall be filed with the TIC within seven days after the arrival in Hong Kong of the inbound mainland one-day shopping tour via the Hong Kong-Zhuhai-Macao Bridge.
6. No change shall be made to Tour Confirmation Agreements after registration with the TIC except for the information on the tourist guide(s). If there is any change to the information on the tourist guide(s), members shall immediately notify the TIC in writing.
7. Members shall enter the names of two persons in charge in the Tour Confirmation Agreement, one of whom shall be their company director and the other of whom shall be their employee (or their company director) but shall not be either of the tourist guides in the Tour Confirmation Agreement. Should any incident happen to the inbound mainland one-day shopping tour via the Hong Kong-Zhuhai-Macao Bridge registered by the Tour Confirmation Agreement, at least one of the two persons in charge shall be on the scene to handle the incident.
8. Members which use a tour coach shall display the tour code in a prominent position of the tour coach by means of a plate, with the height of each of its character not less than 2 cm, for reference by the tour group and inspection by the TIC.


9. Points 2, 3, 5(2) and 5(3) in the above will be included in “Applicable rules under the Demerit System” of the “Demerit System for Mainland Tour Reception Services: Members”.

The TIC will check Tour Confirmation Agreements from time to time in order to ensure that members comply with the rules of this Directive.

This Directive supersedes Directive No. 236 and takes effect from 16 February 2019. Violation of this directive will be subject to penalties laid down in Article 11 of the TIC’s Articles of Association.

For latest information on rules of the TIC, please visit the TIC website (<www.tichk.org> → “Codes and Regulations”).

BY ORDER OF THE BOARD OF DIRECTORS
TRAVEL INDUSTRY COUNCIL OF HONG KONG



Alice Chan (Mrs)
Executive Director

- Schedule: Registration Fee for Tour Confirmation Agreements
- Attachment 1: Tour Confirmation Agreement for Inbound Mainland One-day Shopping Tours via Hong Kong-Zhuhai-Macao Bridge (in Chinese only)
- Attachment 2: Order Form for Registration-fee Stickers for Mainland Tours



Schedule

Registration Fee for Tour Confirmation Agreements

1. The registration fee for each Tour Confirmation Agreement is as follows:

No. of people	Registration fee (HK\$)
1-40	30
41 or above	60

2. The above registration fee applies to inbound mainland one-day shopping tours via the Hong Kong-Zhuhai-Macao Bridge.

經港珠澳大橋入境內地一天購物團團隊確認書

(只可用於一個經港珠澳大橋入境內地一天購物團，必須於該團抵達香港前登記；欄目除註明可不填寫者外，必須全部填寫，所填寫的資料必須正確，除非有充份及合理的原因，否則當違反指引論；
團隊確認書必須由香港接待旅行社與內地出境旅行社簽署並蓋章)

香港接待旅行社(必須為香港旅遊業議會會員)資料：

公司名稱 _____	牌照號碼 _____
傳真號碼或電郵 _____	電話號碼 _____
第一名負責人 ¹ 姓名 _____	手機號碼 _____
第二名負責人 ¹ 姓名 _____	手機號碼 _____
導遊姓名及手機號碼 _____	導遊證編號 _____
接關導遊姓名 ² _____	導遊證編號 ² _____

內地出境旅行社名稱 _____ 電話號碼 _____

團號³ _____ 團隊人數 _____

日期	行程 ⁴ 及交通安排	餐膳 ⁵

¹ 兩名負責人的其中一人必須為公司董事，另一人必須為公司僱員(或公司董事)，並且不得為此團隊確認書所登記的導遊。如上述經港珠澳大橋入境內地一天購物團發生事故，此團隊確認書所登記的負責人中的最少一人必須親自到場處理。

² 如沒有接關導遊，可不填寫。

³ 同一天抵達香港的經港珠澳大橋入境內地一天購物團不可使用相同團號。

⁴ 必須逐一註明觀光景點，以及登記店舖的名稱及逗留時間；如有自費活動等，也必須註明。

⁵ 必須註明每天提供的餐膳；如不提供餐膳，必須註明。

香港接待旅行社負責人簽署及公司印章

內地出境旅行社負責人簽署及公司印章

日期 _____

日期 _____

(必須在此貼上登記費貼紙)

經港珠澳大橋入境內地一天購物團團隊確認書

(只可用於一個經港珠澳大橋入境內地一天購物團，必須於該團抵達香港前登記；欄目除註明可不填寫者外，必須全部填寫，所填寫的資料必須正確，除非有充份及合理的原因，否則當違反指引論；
團隊確認書必須由香港接待旅行社與內地出境旅行社簽署並蓋章)

香港接待旅行社(必須為香港旅遊業議會會員)資料：

公司名稱	XX 旅行社有限公司	牌照號碼	35XXXX
傳真號碼或電郵	34XX-XXXX (xx@yahoo.com)	電話號碼	35XX-XXXX
第一名負責人 ¹ 姓名	陳 XX 先生	手機號碼	6XXX-XXXX
第二名負責人 ¹ 姓名	何 XX 女士	手機號碼	6XXX-XXXX
導遊姓名及手機號碼	江 XX 先生 (6XXX-XXXX)	導遊證編號	TG0XXXX
接關導遊姓名 ²	何 XX 女士	導遊證編號 ²	TG1XXXX

內地出境旅行社名稱 廣東 XX 旅遊有限公司 電話號碼 (86-137) XXXX-XXXX

團號³ 12112018-GD1 團隊人數 40

日期	行程 ⁴ 及交通安排	餐膳 ⁵
15/11	港珠澳大橋香港口岸入境、青馬大橋觀景台、南蓮園池、XX 鐘錶店(45 分鐘)、YY 百貨店(45 分鐘)、ZZ 珠寶店(45 分鐘)、星光花園、接送旅客往落馬州口岸 (全程由旅遊巴接載)	午、晚

¹ 兩名負責人的其中一人必須為公司董事，另一人必須為公司僱員(或公司董事)，並且不得為此團隊確認書所登記的導遊。如上述經港珠澳大橋入境內地一天購物團發生事故，此團隊確認書所登記的負責人中的最少一人必須親自到場處理。

² 如沒有接關導遊，可不填寫。

³ 同一天抵達香港的經港珠澳大橋入境內地一天購物團不可使用相同團號。

⁴ 必須逐一註明觀光景點，以及登記店舖的名稱及逗留時間；如有自費活動等，也必須註明。

⁵ 必須註明每天提供的餐膳；如不提供餐膳，必須註明。

香港接待旅行社負責人簽署及公司印章

何 XX

日期 12-11-2018

內地出境旅行社負責人簽署及公司印章

何 YY

日期 12-11-2018

(必須在此貼上登記費貼紙)



內地旅行團登記費貼紙訂購表格

Order Form for Registration-fee Stickers for Mainland Tours

<p>注意事項：</p> <p>Notes:</p>	<ol style="list-style-type: none"> 請將填妥的訂購表格傳真至議會財務及行政部，號碼：2510-9907。 議會收到訂購表格後，會致電會員通知領取貼紙的時間。會員屆時可於辦公時間內派代表到議會辦事處領取貼紙。 會員必須攜帶表格正本、貼紙費用(現金或抬頭為「香港旅遊業議會」的支票)和公司印章到議會辦事處領取貼紙。 議會的辦公時間為：星期一至五上午九時至下午一時、下午二時至五時三十分；星期六上午九時至下午一時。 會員宜預早訂購貼紙。如有查詢，請致電議會內地旅行團登記費貼紙熱線，電話：2969-8114。 <ol style="list-style-type: none"> Please fax the completed order form to the TIC Finance and Administration Department on 2510-9907. After receiving the order form, the TIC will notify members by phone when the stickers are available for collection. Members may then send a representative to the TIC Executive Office during office hours to collect them. Members must bring the original copy of this form, the payment required (cash or a cheque made payable to "Travel Industry Council of Hong Kong") and their company stamp to the TIC Executive Office to collect the stickers. The TIC's office hours are 9 am - 1 pm and 2 pm - 5.30 pm (Monday to Friday); and 9 am - 1 pm (Saturday). Members are advised to order the stickers in advance. For enquiries, please call the TIC registration-fee sticker hotline on 2969-8114.
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第一部份(訂購貼紙時填寫) Part 1 (for order placement)

旅行社名稱 Name of Travel Agent : _____

牌照號碼 Licence No. : _____

聯絡人 Contact person : _____ 電話號碼 Tel. : _____

訂購數量 Quantity : _____ × HK\$30 = **HK\$** _____ **(Total 總額)**

負責人簽署及公司印章
Authorised signature & company stamp

日期 Date

第二部份(領取貼紙時使用) Part 2 (for sticker collection)

只供議會辦事處填寫 For official use only

支票 / 現金 Cheque/Cash : _____ 序號 Serial No. : _____

日期 Date : _____ 機號 Machine No. : _____

收據號碼 Receipt No. : _____ 數量 Piece Count : _____

經辦 Processed by : _____ 覆核 Checked by : _____

旅行社代表簽收 Received & signed by agent representative

公司印章 Company Stamp