



有條件豁免讓持牌旅行社舉辦不多於 100 人的本地遊旅行團：申請表格
Conditional Exemption for Licensed Travel Agents to Organise
Local Group Tours of not more than 100 persons: Application Form

(由 2022 年 4 月 21 日起生效 with effect from 21 April 2022)

甲部：申請者資料

Section A: Applicant's Details

旅行社名稱：

Name of travel agent: _____

旅行代理商牌照號碼：

Travel agent's licence no.: _____

聯絡人姓名：

Name of contact person: _____

職銜：

Job title: _____

電話：

Tel: _____

手機：

Mobile: _____

電郵：

Email: _____

在簽署本申請表格前，請仔細閱讀以下所有部分。

Please read all sections below carefully before signing this Application Form.

乙部：本地遊防疫承諾(不多於 100 人的旅行團)

Section B: Anti-epidemic Undertakings for Local Group Tours (for group tour of not more than 100 persons)

本地遊旅行團參加者安排

Arrangements for local group tour participants

1. 本旅行社必須確保本地遊旅行團參加者已根據「疫苗通行證」^[附註1]的適用規定接種 2019 冠狀病毒病疫苗。
Our travel agent must ensure that all the local group tour participants have received COVID-19 vaccine(s) in accordance with the applicable vaccination requirements under the Vaccine Pass^[Note2].
2. 本旅行社必須為所有本地遊旅行團參加者購買包含 2019 冠狀病毒病保障的本地旅遊保險。
Our travel agent must take out local travel insurance for all the local group tour participants that includes coverage against COVID-19.
3. 本旅行社必須保留所有本地遊旅行團參加者的姓名及其聯絡資料，以便當局有需要時跟進。
Our travel agent must retain the names and contact information of all the local group tour participants to facilitate contact tracing by the authorities if needed.

附註¹ 「疫苗通行證」的詳情，請參閱政府 2019 冠狀病毒病專題網站
(<https://www.coronavirus.gov.hk/chi/vaccine-pass.html>)。

Note² For details of the Vaccine Pass requirements, please visit the COVID-19 Thematic Website:
(<https://www.coronavirus.gov.hk/eng/vaccine-pass.html>).

4. 本旅行社必須在本地遊旅行團出發日的最少 2 個工作天^[附註3]前向香港旅遊業議會（議會）提交該旅行團行程登記申請表（須包括出發日期、集合時間、集合地點及行程資料）。

Our travel agent must register the itinerary of the local group tour (must include departure date and time, assembly point and itinerary) with the Travel Industry Council of Hong Kong (“TIC”) at least 2 working days prior to the tour departure date^[Note 4].

[Note to TIC: This requirement has been deleted under the GIGO undertaking. We defer to TIC to consider if this requirement should still be kept under this context.]

5. 本旅行社必須在出發前為本地遊旅行團參加者量度體溫，並有權拒絕身體不適(如發燒、有急性呼吸道感染病徵，或者喪失味覺或嗅覺)的人士隨團出發；導遊或領隊會在交通工具(如旅遊巴、船隻等)上進行講解，或以無線導覽系統等類似工具進行講解，以減少本地遊旅行團參加者在旅程中聚集。

Our travel agent must implement temperature screening for local group tour participants before tour departure and could refuse those who feel unwell (e.g. with a fever or acute respiratory symptoms and loss of taste or smell) to join the local group tours. Tourist guides or tour escorts will provide briefings on the means of transport (e.g. tour coaches or ferries) or with wireless tour guide systems or similar devices, so as to minimise gathering during the local group tours.

行程安排

Itinerary arrangements

6. 本旅行社所組辦的每個本地遊旅行團的人數上限為 100 人(包括所有隨團工作人員，如導遊、領隊、司機等)。

The number of people in a local group tour organised by our travel agent must not exceed 100 (including all working staff accompanying the local group tour such as the tourist guide, tour escort, driver, etc).

7. 本旅行社應要求本地遊旅行團參加者於用餐時間以外全程佩戴外科口罩，並且不得在交通工具上飲食(喝清水及服用藥品除外)。

Our travel agent should request local group tour participants to wear a surgical mask at all times during the local group tours except when having meals and not to drink or eat on the means of transport (except when drinking water and taking medicine).

8. 本旅行社應盡量選用電子收據和入場票，以減低交叉感染的風險。

Our travel agent should opt for electronic receipts and admission tickets as far as practicable in order to reduce the risk of cross infection.

9. 本地遊行程如包含購物安排，本旅行社不得強迫本地遊旅行團參加者購物。

Our travel agent must not coerce the local group tour participants into shopping if the itineraries of the local group tours include any shopping arrangements.

附註³ 議會在下午 3 時後所收到的申請表格及/或行程登記表格將被視為下一個工作日提交的表格。

Note⁴ The Application Form and Itinerary Registration Form received by TIC after 3 p.m. will be considered as a submission on the next working day.

交通工具

Means of transport

10. 本旅行社必須要求相關服務供應商承諾其提供的交通工具(如旅遊巴、船隻等)必須於接待本地遊旅行團參加者前進行清潔消毒工作(例如以 1:99 稀釋家用漂白水，或同等功效或更高級的消毒用品清潔)。

Our travel agent must request the service providers to undertake that before receiving the local group tour participants, the means of transport provided by them (e.g. tour coaches, ferries, etc) must be sanitised and disinfected (e.g. by using 1 in 99 diluted household bleach or disinfectants of equivalent or higher standard).

11. 本旅行社必須確保交通工具(如旅遊巴、船隻等)及行程期間必須提供 60%-80%酒精消毒搓手液、濕紙巾、備用口罩、體溫計等消毒及防疫用品。

Our travel agent must ensure that disinfectants and anti-epidemic supplies such as 60%-80% alcohol-based hand sanitisers, wet wipes, spare masks, thermometers, etc are made available on the means of transport (e.g. tour coaches, ferries, etc) and during the local group tours.

食肆

Restaurants

12. 本旅行社必須要求食肆必須根據《預防及控制疾病(規定及指示)(業務及處所)規例》(第 599F 章)人數規定安排座位，並提供公筷公匙予本地遊旅行團參加者使用。

Our travel agent must request restaurants to arrange seats, in accordance with the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F), for the local group tour participants and provide serving chopsticks and spoons for their use.

景點

Attractions

13. 本旅行社必須配合和遵守遊覽場地(如主題公園、綠色旅遊景點等)的防疫措施。

Our travel agent must facilitate and comply with the anti-epidemic measures imposed by the attractions (e.g. theme parks, green tourist spots, etc).

14. 本旅行社必須提醒本地遊旅行團參加者保持良好個人衛生及適當社交距離，並且保持地方清潔以及於活動後帶走自己的垃圾(特別是郊野公園、海岸公園及特別地區等綠色地點)。

Our travel agent must remind the local group tour participants to maintain good personal hygiene and appropriate social distancing, keep places clean and take away their own litter after visit (especially in green spots such as country parks, marine parks and special areas).

15. 如活動是在室內進行，本旅行社必須要求場地營運單位採取人流管理措施。本旅行社必須在可行的情況下，協助管理本地遊旅行團參加者進入與離開活動地點及參與活動時的人流及密度，以防人流過於擁擠。

If there are indoor activities, our travel agent must request the venue operators to adopt crowd management measures. Our travel agent must as far as practicable assist in the regulation of the flow and density of the local group tour participants when they enter and depart from the venues and participate in the activities in order to avoid overcrowding.

16. 本旅行社必須要求場地營運單位保持室內活動地點的空氣流通，加大冷氣機抽入的鮮風，定期清潔過濾網及管道；若使用風扇，避免直接從一個人(或一群人)吹向另一個人(或一群人)。

Our travel agent must request the venue operators to maintain proper ventilation of the venues, maximise fresh air intake of air conditioners, ensure regular cleaning of the filters and ducting, and if fans are used, avoid blowing directly from one person (or one group of persons) to another person (or another group of persons).

隨團及 / 或接待團隊的工作人員

Working staff accompanying and/or receiving local group tours

17. 本旅行社必須指派持有旅遊業監管局所發出的有效「導遊牌照」或「領隊牌照」，或視作有效「導遊牌照」或「領隊牌照」的原有導遊證或領隊證（由議會發出）的導遊或領隊接待本地遊旅行團，並且必須確保有關隨團及 / 或接待團隊的工作人員（包括導遊、領隊、送團工作人員、旅遊巴（包車）的司機以及船隻（包船）的船員）遵從「疫苗通行證」下適用於工作人員的疫苗接種規定。
Our travel agent must assign tourist guides or tour escorts with a valid Tourist Guide Licence or Tour Escort Licence issued by the Travel Industry Authority or a pre-existing tourist guide pass or tour escort pass (issued by the Travel Industry Council of Hong Kong (TIC)) taken as a valid Tourist Guide Licence or Tour Escort Licence to receive the local group tours. Our travel agent must ensure that the working staff accompanying and/or receiving the local group tours (e.g. tourist guides, tour escorts, staff seeing off the groups, drivers of chartered tour coaches and crew of chartered ferries) must be in compliance with the vaccination requirements applicable to the working staff under the Vaccine Pass.
18. 本旅行社必須向隨團及 / 或接待團隊的工作人員（包括導遊、領隊、送團工作人員、旅遊巴（包車）的司機以及船隻（包船）的船員等）提供合適的防疫相關培訓或資訊（包括如何處理出現呼吸道感染病徵的本地遊參加者、完成行程後將所有使用過的設備（如咪高峰、耳機等）消毒等），並且指令隨團及 / 或接待團隊的工作人員在工作前量度並紀錄體溫，規定任何身體不適（如發燒、有急性呼吸道感染病徵，或者喪失味覺或嗅覺）的工作人員必須停止上班，不能接待本地遊旅行團參加者。
Our travel agent must provide working staff accompanying and/or receiving the local group tours (e.g. tourist guides, tour escorts, staff seeing off the groups, drivers of chartered tour coaches and crew of chartered ferries, etc) with appropriate anti-epidemic training or information (such as how to handle local group tour participants with respiratory symptoms, disinfecting all equipment such as microphones and earphones after use), instruct them to measure and record their temperature before work and instruct that those who feel unwell (e.g. having a fever, acute respiratory symptoms and loss of taste or smell) must stop going to work and not receive any local group tour participants.
19. 本旅行社必須指令隨團及 / 或接待團隊的工作人員（包括導遊、領隊、送團工作人員、旅遊巴（包車）的司機以及船隻（包船）的船員等）在用餐時間以外的工作期間全程佩戴外科口罩，並且不得在交通工具上飲食（喝清水及服用藥品除外）。本旅行社亦需要向工作人員提供適當的保護裝備。
Our travel agent must instruct working staff accompanying and/or receiving the local group tours (e.g. tourist guides, tour escorts, staff seeing off the groups, drivers of chartered tour coaches and crew of chartered ferries, etc) to wear a surgical mask at all times during work except when having meals and not drink or eat on the means of transport (except when drinking water and taking medicine). Our travel agent should also provide working staff with appropriate protective gear.
20. 本旅行社必須保留所有隨團及 / 或接待團隊的工作人員（包括導遊、領隊、送團工作人員、旅遊巴（包車）的司機以及船隻（包船）的船員等）的姓名及其聯絡資料，以及確保相關工作人員遵從「疫苗通行證」下適用於工作人員的疫苗接種規定。本旅行社須保存相關工作人員提交的疫苗接種紀錄（以旅行團出發當日的翌日起計算），並要求相關工作人員在接待本地遊旅行團時隨身攜帶上述相關證明，以便有關人員有需要時查閱及跟進。議會會作出核查。
Our travel agent must retain the names and contact information of all working staff accompanying and/or receiving the local group tours (e.g. tourist guides, tour escorts, staff seeing off the groups, drivers of chartered tour coaches and crew of chartered ferries, etc), and must ensure that the relevant working staff are in compliance with the vaccination requirements applicable under the Vaccine Pass. Our travel agent must keep the relevant vaccination record submitted by the relevant working staff for 3 days (counting the day following which the tour commences), and request the relevant working staff to bring along the aforesaid relevant proof when receiving local group tours, so as to facilitate inspection and follow up by the relevant persons whenever necessary. TIC will conduct checking.
21. 在安排本地遊行程時，本旅行社除參考上述承諾外，並會參考由衛生署發出的《給主辦大型集會的單位預防 2019 冠狀病毒病的健康指引》的其他健康指引

(https://www.chp.gov.hk/files/pdf/novel_infectious_agent_event_organiser_of_mass_assembly_tc.pdf)。

When arranging the local group tours, our travel agent should, apart from the above undertakings, make reference to other health guidelines as set out in the “Guidelines on Prevention of COVID-19 for Event Organiser of Mass Assembly”

(https://www.chp.gov.hk/files/pdf/novel_infectious_agent_event_organiser_of_mass_assembly_tc.pdf) issued by the Department of Health.

丙部：聲明

Section C: Declaration

1. 本人為本申請表格甲部所示的旅行社的獲授權人士，現代表本旅行社聲明，本人已仔細閱讀《有條件豁免讓持牌旅行社舉辦不多於 100 人的本地遊旅行團：申請指引》以及本申請表格的所有部分，並完全明白其中內容及同意遵守當中所有承諾與條款及細則。

I, the person authorised by the travel agent as shown in Section A of this Application Form, now declare on behalf of our travel agent that I have carefully read the “Conditional Exemption for Licensed Travel Agents to Organise Local Group Tours of not more than 100 persons: Guide to Application” and this Application Form and fully understand the contents thereof and agree to comply with all the undertakings and terms and conditions of the above documents.

2. 本旅行社明白，議會或香港特別行政區政府有權向本旅行社所提交申請中涉及的服務供應商核實資料。

Our travel agent understands that the TIC or the HKSAR Government reserve the right to verify information with the service providers involved in the applications submitted by our travel agent.

3. 本旅行社明白，即使是已登記的本地遊行程，但如其後發現有任何違反《有條件豁免讓持牌旅行社舉辦不多於 100 人的本地遊旅行團：申請指引》、本申請表格及《預防及控制疾病(禁止羣組聚集)規例》(第 599G 章)規定之處，則有關行程將被撤銷登記。

Our travel agent understands that if any registered itineraries of local group tours, despite having been registered, are found to be in violation of any requirements of the “Conditional Exemption for Licensed Travel Agents to Organise Local Group Tours of not more than 100 persons: Guide to Application”, this Application Form and the Prevention and Control of Disease (Prohibition on Group Gathering) Regulation (Cap. 599G), the registration of such itineraries will be revoked.

4. 本旅行社同意配合議會對本旅行社所組辦本地遊旅行團的所有相關工作包括巡查工作。

Our travel agent agrees to facilitate all the work which concerns our local group tours including spot checks carried out by the TIC.

5. 本旅行社明白，如本旅行社所組辦的本地遊旅行團被政府執法人員發現違反防疫法規，或被議會發現違反《有條件豁免讓持牌旅行社舉辦不多於 100 人的本地遊旅行團：申請指引》或本申請表格內的「本地遊防疫承諾(不多於 100 人的旅行團)」，相關本地遊旅行團將被撤銷申請「綠色生活本地遊鼓勵計劃」、「文化古蹟本地遊鼓勵計劃」或「賞你遊香港」項目資助的資格；本旅行社在未來一個月的有條件豁免將被撤銷(由議會通知是次違反的當天起計)，亦不得在該期間舉辦其所登記的本地遊旅行團。

Our travel agent understands that if our local group tours are found by law-enforcement officers to be in violation of any anti-epidemic laws or regulations or by the TIC to be in violation of the requirements of the “Conditional Exemption for Licensed Travel Agents to Organise Local Group Tours of not more than 100 persons: Guide to Application” or the “Anti-epidemic Undertakings for Local Group Tours (for group tour of not more than 100 persons)” contained in this Application Form, the local group tours in question will become ineligible for subsidies under the Green Lifestyle Local Tour Incentive Scheme, Cultural and Heritage Sites Local Tour Incentive Scheme or the Free Tour Program; the conditional exemption granted to our travel agent will be revoked for the coming one month (counting from the day of

notification of the violation concerned by the TIC) and our travel agent must not organise our registered local group tours during that period.

6. 本旅行社明白及接受就任何與《有條件豁免讓持牌旅行社舉辦不多於 100 人的本地遊旅行團：申請指引》及本申請表格就規範本地遊旅行團相關的事宜，議會有最終決定權。

Our travel agent understands and accepts that in respect of any matters relating to the regulation of local group tours as mentioned in the “Conditional Exemption for Licensed Travel Agents to Organise Local Group Tours of not more than 100 persons: Guide to Application” and this Application Form, the decision of the TIC is final.

7. 本旅行社知悉，如本旅行社提供虛假、無效或不準確的資料以支持本申請，或就本申請故意遺漏或隱瞞任何資料，議會有權將本旅行社提供的資料轉交相關的香港特別行政區政府政策局和部門及其代理人、執法機關；議會及香港特別行政區政府有權向本旅行社採取其認為適當的任何行動，包括提出刑事檢控。

Our travel agent is aware that if our travel agent provides false, invalid or inaccurate information to support this application, or wilfully omits or conceals any information in relation to this application, the TIC reserves the right to pass any information provided by our travel agent to the relevant policy bureaux and departments and their agents of the HKSAR Government and law enforcement agencies, and the TIC and the HKSAR Government reserve the right to take any action deemed to be appropriate against our travel agent, including initiating criminal prosecutions.

8. 本旅行社明白提供虛假、無效或不準確資料，以及故意遺漏或隱瞞任何重要資料的後果，並承諾如上述資料日後有任何更改，會立即以書面盡快通知議會。

Our travel agent understands the consequences of providing false, invalid or inaccurate information and of wilfully omitting or concealing any material information and promises to notify the TIC in writing as soon as possible of any changes to the above information in the future.

9. 本旅行社承諾全面配合議會對本旅行社申請的審核，包括按其要求提交所有相關文件、檔案、紀錄等。

Our travel agent undertakes to fully cooperate with the TIC for the purpose of assessing our travel agent’s applications by providing, upon its request, all relevant documents, files, records, etc.

10. 本旅行社須就議會及香港特別行政區政府因本申請或相關事項而蒙受或招致的任何或一切損失、債務及申索作出全部彌償。

Our travel agent must fully indemnify the TIC and the HKSAR Government for any or all of the losses, debts and claims suffered or incurred as a result of this application or related issues.

授權人士簽署及旅行社印章
Authorised signature and travel agent’s
stamp

簽署人姓名
Name of person signing

日期 Date

職位(經理級或以上) Designation (manager or above)