



## 導遊領牌考試 **Licensing Examination of Tourist Guides** **報考須知 Important Notes**

### I. **報考資格**

- (1) 符合學歷規定：
  - (a) 修畢香港的五年中學學制的中五年級學歷，或新高中學制的高中三年級學歷（或同等學歷）；或
  - (b) 就於香港境外修畢的學歷而言，有關申請人須證明並使旅遊業監管局（旅監局）信納，該學歷等同於(a)分段指明的學歷；及
- (2) 已修畢旅監局指明的試前訓練課程（詳情請瀏覽旅監局網站）；或
- (3) 補考不合格卷別的考生（只適用已通過卷一：筆試或卷二：路試，其中一張卷別的考生，由合格卷別的考試日起計兩年內）。

### II. **報考「導遊領牌考試」**

- (1) 填妥「導遊領牌考試」申請表。
- (2) 學歷證明文件正本及副本（如適用）。
- (3) 連同所需費用於截止報考日期或之前寄回或親身交回議會行業培訓部。如以郵寄方式遞交申請表，則以郵戳日期為準。
- (4) 郵寄申請必須以銀行現金入數紙副本（中銀香港戶口：031-349-1-038340-4）／劃線支票（支票抬頭請註明為「香港旅遊業議會」）繳費，入數紙或劃線支票背後請寫上申請人姓名。親臨議會遞交申請者可以現金繳付費用。
- (5) **申請一經接納**，申請人將**不會獲退回考試費用**。
- (6) 考生如在考試舉行前仍未交齊所需文件（例如學歷證明），議會有權取消其考試資格。
- (7) 若申請人於收到**確認報名通知後一星期**仍未收到《考生須知》及《考試範圍》，請致電 2807-1199 向議會行業培訓部職員查詢。

### I. **Entry Requirements**

- (1) meeting the education requirement:
  - (a) completion of Hong Kong's Form 5 education under the 5-year secondary academic structure or Senior Secondary 3 education under the New Senior Secondary academic structure (or equivalent); or
  - (b) for education completed outside Hong Kong, the individual concerned must prove, to the satisfaction of Travel Industry Authority (TIA), that it is equivalent to completion of the education specified in subparagraph (a); and
- (2) Having completed the pre-examination training courses specified by (TIA). Please visit the TIA's website for the details; or
- (3) Candidates who sit make-up examination (Only applicable to candidates who have only passed Paper I Written Examination or Paper II Road Examination, within two years from the date of the passed examination.).

### II. **Enrolment for Licensing Examination of Tourist Guides**

- (1) Complete the Application Form for Licensing Examination of Tourist Guides.
- (2) The original and photocopy of academic proof (if applicable).
- (3) Return the completed form and necessary fees to the TIC Industry Training Department by post or in person **on or before the deadline for application**. For submission by post, the deadline is based on the stamp chop date.
- (4) Only **copy of deposit slip for cash** (BOCHK a/c: 031-349-1-038340-4) / crossed cheques (payable to 'Travel Industry Council of Hong Kong') are accepted for application by post. The applicant's name should be written on the back of the deposit slip or the crossed cheque. Cash is acceptable for submission of application in person.
- (5) **Once the application is accepted, no refund** will be arranged.
- (6) Candidates who cannot produce documents required (e.g. academic proof) may be disqualified from the licensing examination.
- (7) Should an applicant not receive a set of 'Important Notes to Candidates' and 'Examination Syllabus' **ONE WEEK after received the notice of enrolment**, please contact the TIC Industry Training Department on 2807-1199.



### III. 費用\*

卷一：筆試 → 港幣七百九十元

卷二：路試 → 港幣一千一百八十元

#### \*備註：

- 如申請者只能應考卷一：筆試或卷二：路試，申請者將不會被安排參加考試〔不適用於補考不合格卷別的考生〕。
- 上述考試費用包括由議會提供的考試範圍和備試資料。
- 「導遊領牌考試」已被納入「旅遊行業發展基金」可獲資助考試名單，成功申請資助的旅行社員工可獲七成考試費資助【此資助只適用於第六類別證書（即學位證書）持有人】，申請指引及表格可於議會網頁下載：  
<https://www.tichk.org/zh-hant/subsidy-schemes/development-fund/training-activities>

### IV. 考試日期及有關安排查詢

- 1) 每場領牌考試開考人數最少 18 人，最多 25 人。當每場考試考生人數不足最少開考人數時，議會行業培訓部職員會經電郵通知考生該場考試日期取消，提供新的考試時間表。
- 2) 暫定考試時間表將會因應緊急公共衛生情況及相關防疫措施而作出更改。
- 3) 有關暫定考試時間表，請瀏覽議會網站或致電 2807-1199 與議會行業培訓部職員查詢。

### III. Fees\*

Paper I: Written Examination → HK\$790

Paper II: Road Examination → HK\$1,180

#### \*Remarks:

- NO arrangements will be made if applicants can ONLY sit Paper I Written Examination or Paper II Road Examination (NOT applicable to candidates who sit make-up exam).
- Examination syllabus & study notes are included in the above examination fees.
- The Licensing Examination of Tourist Guide is eligible for subsidies by the Development Fund for the Travel Industry. The travel agency staff may be subsidized with a maximum of 70% of the examination fee upon successful application [Only applicable for holders of Certificates of Category VI (degree holders)]. The application guide and form can be downloaded from the TIC's website:

<https://www.tichk.org/en/subsidy-schemes/development-fund/training-activities>

### IV. Enquiries on examination dates and other arrangements

- (1) A minimum of 18 people and a maximum of 25 people are required for each examination. When the number of candidates for each exam is less than the minimum number of candidates for the exam, the staff of the TIC Industry Training Department will notify the candidates by email that the exam date will be cancelled and a new exam schedule will be provided.
- (2) Tentative examination timetable will be changed in light of the urgent public health considerations and the relevant anti-epidemic measures.
- (3) Please visit the TIC's website or contact the TIC Industry Training Department on 2807-1199 for the tentative examination schedule



#### V. 缺席或延期考試\*

- (1) 凡缺席考試的考生，必須自費重新向議會報考。
- (2) 考生如更改考試日期，必須於考試日前最少七個工作天聯絡議會行業培訓部職員並須繳付相關行政費用。更改之考試日期需在取消原來考試日期後二個月內。
- (3) 考生如因緊急公共衛生情況缺席當天考試，必須於考試前一個工作天以電話或電郵通知議會行業培訓部職員，可更改考試日期，並須繳付相關行政費用。更改之考試日期需在取消原來考試日期後二個月內。
- (4) 其他私人理由的延期考試申請一概不會被接納。

#### \*備註：

- 考試開始後，遲到考生不得進場，並會被視為自動放棄考試權利。
- 行政費：港幣三百元

#### VI. 查詢

如有其他查詢，請於辦公時間內致電 2807-1199 與議會行業培訓部職員聯絡。

#### 辦公時間：

星期一至五 上午九時至下午一時；  
下午二時至下午五時三十分  
星期六、日及公眾假期休息

#### V. Absence or postpone examination\*

- (1) Absence will be regarded as giving up the examination, and are required to submit a new application and fees for a re-sit.
- (2) Candidates who cannot sit the examination must inform the TIC seven working day before the examination date by phone or e-mail. Any postponement of examination will be required an administration fee. The new examination will be arranged within two months according to previous examination.
- (3) Candidates who cannot sit the examination for urgent public health considerations must inform the TIC one working day before the examination date by phone or e-mail. Any postponement of examination will be required an administration fee. The new examination will be arranged within two months according to previous examination.
- (4) Request for examination postponement will not be accepted for other personal reasons.

#### \*Remarks :

- Candidates who are late **after the published starting time of examination** will be regarded as giving up the examination, and will NOT be permitted to enter the examination venue.
- Administration fee: HK\$300

#### VI. Enquiries

For any further enquiries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

#### Office hours:

Mon – Fri 9 am – 1 pm; 2 – 5:30 pm

(Closed on Saturdays, Sundays and public holidays)



## VII. 個人資料收集說明

1. 本表格上所填報的個人資料，香港旅遊業議會(下稱“議會”)將用作如下用途：
  - (i) 處理報考的申請及登記事宜；
  - (ii) 儲存申請人的資料於議會；
  - (iii) 向符合資格的申請人發放考試成績；
  - (iv) 以任何通訊形式(包括手機短訊、電郵、傳真及郵寄等)發放議會資訊(包括課程資料)；及
  - (v) 其他相關用途。
2. 申請人請儘量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
  - (i) 查閱議會是否持有申請人的個人資料；
  - (ii) 要求獲得 5(i)段所述資料的複本；及
  - (iii) 要求議會改正有關申請人的個人資料。申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。
6. 如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。議會地址：香港北角英皇道 250 號北角城中心 1706-09 室。

## VII. 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 examination application and registration;
  - (ii) to maintain applicants' records in the TIC;
  - (iii) to issue the examination results to qualified applicants;
  - (iv) to disseminate information of the TIC (including course information) by any means (including SMS, email, fax, post, etc.); and
  - (v) 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.



## 導遊領牌考試 Licensing Examination of Tourist Guides

### 申請表格 Application Form

付款方式 Payment method: 現金 Cash 劃線支票 Crossed cheque (號碼 No.: \_\_\_\_\_) 現金入賬 Cash deposit

#### 重要事項 Important Notes

- 「導遊領牌考試」卷一：筆試考試費用為港幣790元；卷二：路試考試費用為港幣1180元。  
The application fee for Licensing Examination of Tourist Guides: Paper I Written Exam. is **HK\$790** and Paper II Road Exam. is **HK\$1180**.
- 由於每場考試名額有限，所有報考申請以先到先得形式處理。  
Since the seats for each examination are limited, all applications are handled on a first-come-first-served basis.
- 在填寫本表格前，請先細閱夾附之「報考須知」及「個人資料收集說明」。  
Please study the "Important Notes" and "Notes on Collection of Personal Data" attached before completing this form.
- 為方便電腦輸入資料，請以**正楷**填寫。  
Please complete the form in **BLOCK LETTERS**.

#### 由議會填寫 For Official Use Only

Receipt no.: \_\_\_\_\_

Received on: \_\_\_\_\_

	WE	RT
Re-sit 重考	<input type="checkbox"/>	<input type="checkbox"/>

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

# 中文姓名

Chinese name : \_\_\_\_\_

# 姓名以身份證上登記為準 Name as printed on HKID card

# 英文姓名

English name : \_\_\_\_\_

姓 Surname

名 First/Other name

\* 香港身份證號碼

\* HKID card number : \_\_\_\_\_

\* 只須填寫英文字母及頭四位數字 \* Letters and the first 4 digits of ID Card No. only

性別

男 M

出生年份

Gender :

女 F

Year of birth : \_\_\_\_\_

#### 考生確認報考資格 Candidates re-confirm Entry Requirements

符合學歷規定 <input type="checkbox"/> 是 <input type="checkbox"/> 否	已修畢導遊試前訓練課程 <input type="checkbox"/> 是 <input type="checkbox"/> 否	是否補考生 <input type="checkbox"/> 是 <input type="checkbox"/> 否
Meeting the education requirement <input type="checkbox"/> Y <input type="checkbox"/> N	Completed TG pre-exam training course <input type="checkbox"/> Y <input type="checkbox"/> N	Make-up examination <input type="checkbox"/> Y <input type="checkbox"/> N

手機號碼 Mobile number : \_\_\_\_\_ (請填寫可接收短訊的號碼。 Please give a number that **can receive SMS messages.**)

電郵 Email: \_\_\_\_\_



**乙部 Part B 卷別及應考語言 Examination papers and language**

請在適當空格內劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

<input type="checkbox"/> 卷一 Paper I: 筆試 Written Examination (HK\$790)	<input type="checkbox"/> 卷二 Paper II: 路試 Road Examination* (HK\$1,180)
<input type="checkbox"/> 中文卷 In Chinese <input type="checkbox"/> 英文卷 In English	<input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 普通話 Putonghua <input type="checkbox"/> 英語 English
<input type="checkbox"/> <b>筆試時間表 Written Examination schedule</b> 日期 Date : 16/08/2023 (Wed) [TIC_EX_TG_OTHR_WTTN_202308_01] 時間 Time : 09:30 am - 01:30 pm	<input type="checkbox"/> <b>路試時間表 Road Examination schedule</b> 日期 Date : 24/08/2023 (Thu) [TIC_EX_TG_OTHR_ROAD_202308_01] 時間 Time : 01:00 pm - 6:00 pm
*整個路試的考核過程將會被拍攝，作為成績覆核之用。The whole assessment of Road Examination will be video-taped for re-assessment if necessary.	
<b>考試範圍版本 2022 年 10 月 Syllabus version 2022.10</b>	

**丙部 Part C 聲明 Declaration**

- 本人已同意授權議會提交本人就該考試所提交的所有文件（包括本表格），以及本人於該考試的成績及相關文件予旅監局作核證之用。I hereby authorize the TIC to provide copies of all documents I submitted for the purpose of enrolling into the examination (including this form), my results and all relevant documents to the TIA, for the purpose of verification.
- 本人已細閱、明白並同意附於此申請表的「報考須知」及「個人資料收集說明」。I have read, understood and agreed to the “Important Notes” and “Notes on Collection of Personal Data” that are attached to this form.
- 本人知悉如遞交報名申請有誤或資料不全而導致未能及時報名，議會一概不會負責。The TIC will not be responsible for any failure or delay in submitting application form.
- 本人(申請人) 欲參加上述考試，並同意嚴格遵從議會的所有考試規則。如本人違反任何考試規則，議會有權取消本人之考試資格。I, the applicant, wish to take the above examination, and agree to comply with all the examination rules and regulations set by the TIC. If I violate any examination rules and regulations, the TIC has the right to disqualify me.
- 本人聲明以上所填報的資料均真確無訛。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 is all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statement that I have made. I also know that the TIC shall report any cases of using false documents to the police.
- 本人同意議會有絕對權力解釋報名表格內所載條款及細則及接受議會所作的一切決定。I agree that the TIC has the absolute power to interpret the terms and conditions stipulated on the application form and accept all decisions made by the TIC.
- 本人同意議會保留隨時修改一切有關考試的條款及細則之權利及最終解釋權，而無須作出任何通知。The TIC reserves the right to amend at any time and interpret all the above terms and conditions without prior notice. In case of any disputes, the decision of the TIC shall be final.

Signature of applicant 申請人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_