

INFORMATION ON MEMBERSHIP APPLICATION

A. Membership Criteria

There are two kinds of TIC member agent. The principal criteria for the two kinds of membership are:

ORDINARY MEMBER

1. it is a limited company incorporated or registered in Hong Kong;
2. its only business is travel-related and tourism;
3. it is a member of one of the Association Members **【Note 1】** ;
4. it has a minimum paid-up capital of HK\$500,000.- plus HK\$250,000.- for each additional branch office;
5. its controllers, directors, principal shareholders, secretary or officers or any person employed or concerned in the management of its travel-related and tourism business and each of them are respectable and honest businessmen and are otherwise Fit and Proper Persons.

AFFILIATE MEMBER

1. he is a sole proprietorship or partnership;
2. he is a member of one of the Association Members **【Note 1】** ;
3. he and his partners or any person employed or concerned in the management of his travel-related and tourism business and each of them are respectable and honest businessmen and are otherwise Fit and Proper Persons;
4. he shall **not**
 1. have any branch office; and
 2. organise or operate a tour (*he may sell outbound package tours, book air tickets, etc*).

B. Fees

1. Entrance Fee

Ordinary member: HK\$3,000.-

Affiliate member: HK\$1,800.-

(Cheque to be made payable to “**Travel Industry Council of Hong Kong**”)

2. Annual Subscription

Ordinary member: HK\$1,000.-&

HK\$100.- per branch

Affiliate member: HK\$600.-

* Applicants who are admitted as members between 1st January and 30th June shall pay the half-yearly rate of HK\$500.- (for Ordinary Member) and HK\$300.- (for Affiliate Member) in the first year.

(Cheque to be made payable to “**Travel Industry Council of Hong Kong**”)

C. Application Documents

Please submit the following when applying for TIC membership:

1. [**Application Form for Membership**] duly completed and endorsed by the Association Member
2. Business Registration Certificate (copy)
3. Certificate of Incorporation (copy) – for Limited Company only
4. Articles of Association (copy) – for Limited Company only
5. Return of Allotments [**FORM NSC1**] or Annual Return [**FORM NAR1**] submitted to the Companies Registry (copy) and/or Letter issued by the Auditor/Solicitor to certify the paid-up capital and shareholding structure of the company – for Limited Company only
6. Incorporation Form [**FORM NNC1**] and/or Notification of Change of Director [**FORM ND2A**] reporting the latest information of directors of the company (copy) - for Limited Company only
7. Business Registration Certificate Application Form [**FORM 1(a)** or **FORM 1(c)**] (copy) – for Sole Proprietorship/Partnership
8. Declaration made by the company and each shareholder/director/authorised person/manager (i.e. completion of enclosed **FORM D (i)** and **FORM D (ii)**)
9. Document appointing the authorised person who must be the Chief Executive or Executive Director of the company:
 - a. Board Resolution/enclosed **FORM C** – for Limited Company;
 - b. Authorisation Letter/enclosed **FORM C (i)** – for Sole Proprietorship/Partnership
10. Travel Agent Licence and Business Permit (if applicable) issued by the Travel Industry Authority (copy)

** Note: Apart from the documents mentioned above, the TIC may request the applicant to provide other supplementary information or documents. Application will not be accepted if documents are not submitted in full.*

For full details of membership, please refer to Articles 13 and 14 of the Articles of Association of TIC.

【Note 1】

屬 會

Association Members of TIC

| <u>屬會名稱</u> <u>Name of Association</u> | <u>地 址</u> <u>Address</u> | <u>電話/ 傳真/ 網址/ 電郵</u> <u>Tel/ Fax/ Website / Email</u> |
|---|--|--|
| Hong Kong Association of Travel Agents (HATA) 香港旅行社協會 | Rm 502 5/F Cheong Hing Bldg 72 Nathan Road TST Kowloon 九龍尖沙咀彌敦道72號 昌興大廈5樓502室 | Tel : 2869 8624 Fax : 2525 0986 http://www.hata.org.hk Email: manager@hata.org.hk |
| The Federation of Hong Kong Chinese Travel Agents (FHCTA) 香港華商旅遊協會 | 1201 Tai Shing Comm. Bldg 498-500 Nathan Road Kowloon 九龍彌敦道498-500號 泰盛商業大廈1201室 | Tel : 2789 9083 Fax : 2789 2476 http://www.fhcta.org Email: fhcta@netvigator.com |
| International Chinese Tourist Association (ICTA) 國際華商觀光協會 | Rm 215 2/F Wing On Plaza 62 Mody Road TST Kowloon 九龍尖沙咀麼地街 62 號 永安廣場2樓215室 | Tel : 2301 2293 Fax : 3909 1568 http://www.icta.org.hk Email: icta@biznetvigator.com |
| Society of IATA Passenger Agents (SIPA) 國際航空協會審訂旅行社商會 | Rm 1101 11/F Tung Wai Comm. Bldg 109-111 Gloucester Road Wan Chai Hong Kong 香港灣仔告士打道109-111號 東惠商業大廈 11 樓 1101 室 | Tel : 2869 8601 Fax : 3914 7008 http://www.sipa.org.hk Email: info@sipa.org.hk |
| Hongkong Taiwan Tourist Operators Association (TTOA) 港台旅行社同業商會 | Rm B-C 20/F 88 Comm. Bldg 28-34 Wing Lok Street Sheung Wan Hong Kong 香港上環永樂街28-34號 東成商業大廈20樓B-C室 | Tel : 2541 2033 Fax : 2541 2668 http://www.ttoa.hk Email: info@ttoa.hk |
| Hong Kong Association of China Travel Organisers (HACTO) 香港中國旅遊協會 | 4/F China Travel Building 77 Queen's Road Central HK 香港皇后大道中77號 中旅大廈4樓 | Tel : 2815 8162 Fax : 2541 2156 http://www.hacto.com.hk Email: hacto@ctg.cn |
| Hong Kong Outbound Tour Operators' Association (OTOA) 香港外遊旅行團代理商協會 | Rm 606A 6/F Tower 1 Harbour Centre 1 Hok Cheung St. Hung Hom Kowloon 九龍紅磡鶴翔街1號 維港中心1座6樓606A 室 | Tel : 2388 0167 Fax : 2388 0457 http://www.otoa.org.hk Email: info@otoa.org.hk |
| Hongkong Japanese Tour Operators Association (HJTOA) 香港日本人旅客手配業社協會 | Unit 708 7/F Tower A, New Mandarin Plaza 14 Science Museum Road Tsimshatsui Kowloon 九龍尖沙咀科學館道14號 新文華中心A座7樓708室 | Tel : 2312 2888 Fax : 2312 2797 http://www.hjtoa.com Email: secretariat@hjtoa.com |

董事局議決書
BOARD RESOLUTION

(由有限公司填寫)

(To be completed by Limited Company)

公司名稱

Name of Company: _____

營業名稱

Trade Name (if any): _____

董事局會議紀錄：

Minutes of the Board meeting of the company held at

會議地點 Place: _____

時間 Time: _____

日期 Date: _____

出席者 Present: (主席)

(Chairman) _____

董事局一致通過以下議決案：

The following resolution was unanimously passed:

“茲委任以下人士為本公司負責人，其擁有本公司最高的執行權力，全權負責公司所有事務。

THAT the person below is hereby appointed as the authorised person of the company with immediate effect. The appointee is having the most senior executive authority in the company and is responsible for all the company's affair.

中文姓名

Name in Chinese: _____

英文姓名

Name in English: _____

香港身份證 / 護照號碼

HK ID Card No. / Passport No.: _____

電話

公司

手提

Telephone No:

Company _____

Mobile _____

電郵

Email Address: _____

公司職位

Title in the company: _____

公司負責人之簽署樣本為

The specimen signature for the appointee is _____.”

主席簽署及公司印鑑

Signed by the Chairman

with the Company Chop

委任書
AUTHORISATION LETTER

(由東主 / 合夥人填寫)
(To be completed by Sole Proprietor / Partners)

公司名稱

Name of Company: _____

營業名稱

Trade Name (if any): _____

本公司同意

I / We agree:

“委任以下人士為本公司負責人，全權負責公司所有事務。

THAT the person below is hereby appointed as the authorised person of the company with immediate effect. The appointee will be responsible for all the company's affairs.

中文姓名

Name in Chinese: _____

英文姓名

Name in English: _____

香港身份證 / 護照號碼

HK ID Card No. / Passport No.: _____

電話

Telephone No:

公司

Company

手提

Mobile

電郵

Email Address: _____

公司職位

Title in the company: _____

公司負責人之簽署樣本為

The specimen signature for the appointee is _____.”

東主 / 全體合夥人簽署及公司印鑑

Signed by sole proprietor / all partners

with the Company Chop

東主 / 合夥人姓名

Name of sole proprietor / partners :

日期

Date: _____

申 報 書

DECLARATION

(只供有限公司使用 Applicable to Limited Company only)

本 表 格 須 由 公 司 授 權 之 負 責 人 填 寫
To be completed by the authorised person of the company

1. (a) 公司曾否在香港或其他地方被定罪？
Has the company been convicted, whether in Hong Kong or elsewhere, of an offence?

有
Yes

無
No

- (b) 如在(a)題答「有」，請詳述下列各項：
If the answer to (a) is 'Yes', please give the following details:

英文(English)

被告全名
Full name of defendant

中文(Chinese)

所犯罪行
The Offence

會施加的刑罰（如有的話）
Penalty (if any) imposed

定罪日期及地點
Date and Place of conviction

2. 公司是否有任何判定債項、司法判決或法院命令規定須由公司支付賠償或其他款項尚未清償？
Are there any unsatisfied judgement debts, or judgements or court orders for the payment of damages or sum of money, outstanding against the company?

有
Yes

無
No

表格丁(i)
FORM D (i)

3. 公司曾否在香港或其他地方成爲債務償還安排的一方，或與其債權人訂立任何形式的債務重整協議？

Has the company ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with his creditors?

有
Yes

無
No

4. 曾否有任何呈請書申請將公司清盤？

Has a petition ever been presented for winding up the company?

有
Yes

無
No

本人聲明：盡本人所知所信，本人在本申報書提供的所有資料，均屬真實正確。

I declare that all information given by me in this form is true and correct to the best of my knowledge and belief.

公司印章及簽署

Signature & Company Chop: _____

簽署人姓名

Name of Signatory: _____

職位

Capacity: _____

日期

Date: _____

* 如有需要，請影印本表以供使用。

Please make photocopy(ies) for additional use.

申 報 書
DECLARATION

本表格須由每位公司股東 / 董事 / 合夥人 / 負責人 / 經理填寫
To be completed by each Shareholder / Director / Partner /
Authorised person / Manager of the company

* If the Shareholder / Director is a limited company, please complete Form D(i).
若股東 / 董事為有限公司，請填寫表格丁(i)。

1. (a) 閣下曾否在香港或其他地方被定罪^(註)？
Have you ever been convicted, whether in Hong Kong or elsewhere, of an offence^(Note)?

有
Yes

無
No

- (b) 如在(a)題答「有」，請詳述下列各項：
If the answer to (a) is 'Yes', please give the following details:

英文(English)

被告全名
Full name of defendant

中文(Chinese)

香港身份證號碼
H.K.I.D. Card No.

所犯罪行
The Offence

曾施加的刑罰 (如有的話)
Penalty (if any) imposed

定罪日期及地點
Date and Place of conviction

表格丁(ii)
FORM D (ii)

2. 閣下曾否在香港或其他地方被宣布為破產人？

Have you ever, in Hong Kong or elsewhere, been declared a bankrupt?

有
Yes

無
No

3. 曾否有破產呈請書在香港或其他地方送達閣下，而結果閣下並未因此被宣布破產？

Have you ever, in Hong Kong or elsewhere, been served with a bankruptcy petition which did not result in your being declared bankrupt?

有
Yes

無
No

4. 閣下曾否有在香港或其他地方成為債務償還安排的一方，或與債權人訂立任何形式的債務重整協議？

Have you ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with your creditors?

有
Yes

無
No

本人聲明：盡本人所知所信，本人在本申報書提供的所有資料，均屬真實正確。

I declare that all information given by me in this form is true and correct to the best of my knowledge and belief.

簽署

Signature: _____

簽署人姓名

Name of Signatory: _____

職位

Capacity: _____

日期

Date: _____

* 如有需要，請影印本表以供使用。

Please make photocopy(ies) for additional use.

註：

Note:

根據《罪犯自新條例》(第 297 章)，申請人在下列情況下**無須**申報：

1. (a) 在香港被定罪，但並未因此被判處監禁超過 3 個月或罰款超過\$10,000；
(b) 在此以前不曾在香港被定罪；及
(c) 經過 3 年時間並未在香港再被定罪。

3 年時間由所述罪行被判刑的當日起計算。

或

2. 根據《定額罰款(交通違例事項)條例》(第 237 章)、《定額罰款(刑事訴訟)條例》(第 240 章) 或《定額罰款(公眾地方潔淨罪行)條例》(第 570 章) 繳付或被命令繳付定額罰款或任何附加罰款。

Under the Rehabilitation of Offenders Ordinance (Cap. 297), an applicant is **NOT** required to make any declaration if:-

1. (a) he/she has been convicted in Hong Kong of an offence in respect of which he/she was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000;
(b) he/she has not been convicted in Hong Kong on any earlier day of an offence; and
(c) a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence.

The period of 3 years shall be reckoned from the date on which the person concerned was sentenced for the offence convicted.

Or,

2. he/she pays or is ordered to pay a fixed penalty, or any additional penalty, under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) or the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap. 570).