

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.

屬會

Association Members of TIC

屬會名稱 <u>Name of Association</u>	地址 <u>Address</u>	電話 / 傳真 / 網址 / 電郵 <u>Tel / Fax / Website / E-Mail</u>
Hong Kong Association of Travel Agents (HATA) 香港旅行社協會	5/F., United Centre 95 Queensway, Hong Kong 香港金鐘道95號 統一中心5樓	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	Rm 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 九龍尖沙咀麼地道 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 02, 18/F, CDW Building 388 Castle Peak Road Tsuen Wan, N.T. 新界荃灣青山公路388號 中染大廈18樓02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	Rm 606 6/F Tower 2 South Seas Centre 75 Mody Road Tsimshatsui East Kowloon 九龍尖沙咀東部麼地道75號 南洋中心2座6樓606室	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	Room 606A 6/F Tower 1 Harbour Centre 1 Hok Cheung Street 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 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