

**APPLICATION FORM FOR RECOGNITION / RENEWAL AS AN APPROVED
INBOUND TOUR OPERATOR**



1. Name of the Organization

Address of Head office.....

.....

Telephone Numbers.....

Fax Numbers.....

Email Address.....

Website Name.....

Address of the Branch offices (if any).....

.....

(Please fill up separate application form, in duplicate for Branch Office(s), if any)

2. Nature of the Organization (Proprietary concern, Partnership or
Incorporation)

Year of registration/commencement of business (with documentary proof)
.....

3. Name of Proprietor/ Partners/ Directors/ etc.

Details of their interests, if any

In other business may also be indicated.....

4. Particulars of staff employed:

	Name	Designation	Qualifications	Experience	Salary	Length of Service with the firm
I.
II.
III.
IV.

5. Details of office premises (Documentary proof / Rent Agreement /
Ownership Deed to be made available) - Space in sq. ft.....

Location area (please tick mark the right category) commercial residential

Reception area..... Accessibility to toilets (Please write Yes or No).....

6. Name of Bankers (please attach a reference letter on original letterhead
from your Bankers)

7. Name of Auditors
- A Balance-Sheet and Profit & Loss Statement pertaining to the inbound tour operation business, as prescribed under Company Law, must be submitted by each applicant. These audited statements should be in respect of your establishment for the last completed financial year or for the calendar year immediately preceding the date of submission of your application. Also furnish details of your turnover in the following statement:-

Particulars of the Inbound Tour Operator concerned	
a)	Paid up Capital (Capital employed).....
b)	Loans:
	i) Secured
	ii) Unsecured
c)	Reserves.....
d)	Current liabilities and provisions
e)	Total (a to d):
f)	Fixed assets (excluding intangible assets)
g)	Investment
h)	Current assets
i)	Intangible Assets
j)	Total (f to i)

Notes:

- i) Intangible assets should include goodwill preliminary expenses, tenancy and business rights, deferred revenue expenditure, accumulated loss etc.
 - ii) Reserves should include balance of Profit & Loss Account and exclude taxation reserve.
 - iii) Current liabilities and provisions would include taxation reserve.
 - iv) Current assets should include sundry debts, loans advances, cash and bank balance.
8. A copy of Acknowledgement in respect of Income tax returns for the current assessment year should be enclosed
9. Certificate of Chartered Accountant in original regarding turn over through Foreign Exchange from Inbound Tour Operations only for the preceding or latest year.....
10. Documents pertaining to any promotional activities undertaken by the firm should be enclosed.....
11. Please indicate membership of International Travel Organizations, if any

12. Give details of:
- a) Volume of international tourist traffic handled. (Please submit a certificate from a Chartered Accountant). This certificate should show the foreign exchange earnings receipts from inbound tour operations only during the current financial year or the year immediately preceding the date of submission of your application.
 - b) Clientele: special tourist groups handled, if any, their size, frequency, etc.
 - c) Steps taken to promote international tourist traffic and details of the groups handled, if any.
 - d) Special programmes if any, arranged for foreign tourists.
 - e) Please attach publicity material such as brochures / folders / leaflets / posters concerning itineraries and website address of the agency.

13. Number of conferences handled, if any, and the details of total number of passengers for such conferences with details of locations, etc.

14. Number of incentive tours handled.

15. Please enclose Demand Draft of Rs. 3,000/- for Head Office and Rs. 3, 000/- for each Branch Office as fee for recognition / renewal payable to the Pay & Accounts Officer, Ministry of Tourism.

For Head Office, please mention: Demand Draft

No.....
 Date.....
 Amount

For Branch office(s), please mention: Demand Draft

No.....
 Date.....
 Amount

Signature of Proprietor/Partner/Managing Director

Rubber Stamp

Place:

Date:

NOTE:

- I. The guidelines including application form may be downloaded from website www.tourism.gov.in
- II. This application should be submitted in duplicate along with all supporting documents.
- III. Please quote reference number of Ministry of Tourism if the application is for renewal of recognition.
- IV. Separate application form to be filled in duplicate along with the required documents, when applying for Branch Office(s).

LIST OF DOCUMENTS (CHECK LIST) REQUIRED FOR FIRST APPROVAL/ RENEWAL AS AN
APPROVED INBOUND TOUR OPERATOR

1. Application form in duplicate duly filled in.
2. Two attested photographs pasted on both the copies of application form.
3. Documentary proof (preferably registration certificates from Government) in support of beginning of operations of your firm.
4. A copy of Complete Audited Balance Sheet for the latest financial year.
5. Income Tax Acknowledgement for the latest assessment year.
6. Service Tax Registration number from the concerned authority.
7. The Inbound Tour operators located in rest of India should have a minimum Paid up Capital (or Capital employed) of Rs.3.00 lakh and Rs. 50,000/- in the case of North – East region, remote and rural areas, duly supported by the latest Audited Balance Sheet/Chartered Accountant's certificate.
8. Reference letter from Bank on its letterhead (in original) regarding your firm's bank account.
9. Details of staff employed giving names, designation, educational qualification & experience if any, in tourism field, and length of service in your organization (copies of certificates to be enclosed):
 - a) There should be a minimum of four qualified staff out of which at least one should have Diploma / Degree in Tourism & Travel Management from a recognized University, IITM or an institution approved by AICTE. The owner of the firm would be included as one of the qualified employees.
 - b) The academic qualifications may be relaxed in case of the other two staff members who are exceptionally experienced personnel in Airlines, Shipping, Transport, PR Agencies, Hotels and other corporate bodies and those who have two years experience with Ministry of Tourism approved tour operators.
 - c) For the agencies located in the North – Eastern region, remote and rural areas, there should be a minimum of two staff out of which one should be a qualified employee with a Diploma / Degree in Tourism & Travel Management from a recognized University, IITM or an institution approved by AICTE. The owner of the firm would be included as one of the qualified employees.
10. List of Directors/Partners or name of the Proprietor.
11. Details of office premises, whether located in commercial or residential area, exact office space in sq. ft. (at least 150 sq. ft for rest of India and 100 sq. ft for hilly areas which are located above 1000 meters from sea level) and accessibility to toilet and reception area.
12. Certificate of Chartered Accountant on original letter head in support of turnover in foreign exchange from inbound tour operations only during the last financial / calendar year which should not be less than Rs. 25.00 Lakh in case of Inbound Tour Operator from rest of India and Rs. 5.00 lakh from the North – Eastern Region, remote and rural areas. However, for the North – Eastern Region, the Chartered Accountant's Certificate regarding turn – over of the firm in Rupee earnings would be treated as Foreign Exchange earnings, provided there is documentary evidence that such earnings are from inbound tour operations only.
13. Demand Draft for Rs. 3,000/- towards processing fees payable to Pay and Accounts Officer, Ministry of Tourism, Government of India.

14. Documents duly attested by competent officer.

NOTE:

- I. The above - mentioned documents may be submitted in duplicate.
- II. Please fill up separate application form(s), in duplicate, for Branch Office(s), if any.
- III. The guidelines including application form may be downloaded from website www.tourism.gov.in