

Form-I

(See Rule 5(1))

APPLICATION FORM FOR GRANT OF TRAVEL AGENT OR TOUR OPERATOR LICENCE

(Please furnish typed replies & separate sheets may be used where necessary)

S.No	Details	
01	Name of the person/firm	
02	Business address (if Registered, please give registered address). If the principal place of business is outside Pakistan or the Company is incorporated outside Pakistan give name and address of the duly authorized agent, in Pakistan	
03	Nature of the firm whether proprietary, partnership, private company, public company, limited or unlimited.	
04	Year of establishment (year of registration in case of partnership/company. Please attach attested copy of registration certificate).	
05	Telephone number with number of lines. b) Telegraphic/telex/cable address. c) Details of branch office, if any established/proposed to be established.	
06	Capital invested (Please indicate clearly the paid-up capital and enclosed certificate of appropriate authority in support of your statement).	
07	Names and address of directors/partners/manager, indicating qualifications and experience of each in travel business (separately for those heading each branch office).	
08	Name of banker (Please attach reference from the bank).	
09	Name and address of auditors, if any.	
10	Number of staff category-wise employed or proposed to be employed (separately for each branch office).	
11	Nature of business (Please give details, indicating clearly the field of operation proposed to be undertaken) (i) Tour Operator	i. Organizing group tours of citizens of Pakistan or foreigners within Pakistan and arranging sightseeing, providing or arranging trekking or mountain climbing for tourists within Pakistan. ii. Providing or arranging accommodation and transportation for tourists within Pakistan or outside Pakistan

	(ii) Travel Agent	<p>i. Booking of passages and baggage by air, rail, road or sea for citizen of Pakistan or tourists for any destination.</p> <p>ii. Organizing group tours of citizens of Pakistan to foreign country or countries.</p> <p>iii. Hajj & Umrah Pilgrims.</p>
12	Whether any other activities are proposed to be undertaken? If so, in what fields?	
13	Please indicate airline/rail/shipping agencies (including foreign agencies) negotiated or proposed to be acquired	
14	Please give the following details i) Assets: ii) Liabilities, clearly showing investments, tangible and intangible assets loans and other liabilities, reserve funds, cash & bank balance.	
15	Do you hold a license to deal in foreign exchange? If so, please give your license number and date (enclose attested copy of the license) with a statement of foreign exchange earned during the last three calendar year, duly certified by your bankers.	
16	Please give details of your connections with foreign travel agents and tour operator (enclose copies of agreements, if any, entered into with them.	
17	Please state if you or your manager or a partner or any of the directors of your company have ever been convicted of an offence. If so, please give details.	
18	Please give a detailed plan of your office (including each branch office if any) indicating the space, various counters, show windows etc.	

DECLARATION

1. I/we hereby solemnly declare that all the particulars give above are correct
2. I/we hereby solemnly declare that if a license is granted to me/us, I/We will abide by the Travel Agencies & Tour Operators Act, 2020 and the Rules made thereunder the terms of the license granted to me/us, and the code of conduct.

Signature of Applicant.

(PTO for requisite documents)

**REQUISITE DOCUMENTS FOR
REGISTRATION/ GRANT OF TRAVEL AGENCIES/TOUR OPERATORS LICENCE**

1. A Bank Balance Certificate for not less than **Rs. 200,000/-**
2. An Investment statement showing assets and liabilities duly certified by an appropriate authority ie. Chartered Accountant. An attested copy of National Tax Registration Number of the firm.
3. Attested copies of lease/rent agreement/proof of the ownership of the premises.
4. In case of partnership Firm, attested copies of Registration Certificate and Partnership Deed duly attested.
5. Form-C or In case of limited Company, attested copies of Incorporation Certificate, Memorandum and Article of Association, Form-A and Form-29 duly certified from Securities Exchange Commission of Pakistan (**SECP**).
6. A sketch of the office showing various counters windows etc with measurement showing its covered area not less than 250 Sqft.
7. The following details of staff (Employees & Tourist Guides) mentioned on company letterhead and attested copies of supporting documents must be attached.

S.#	Name	Designation	Address	CNIC No.	Contact No.	Email Address	Bank Account Title and No.	Detail of Social Media Account (Facebook, You Tube etc)	Trained (name of the institute)	Knowledge of foreign language	Training & Experience in travel trade business

8. Attested copies of National Identity Card of the Proprietor/Partners/Directors/ Chief Executive/ Manager & Employee.
9. Character Certificate of owner/CEO/Director of Company/Agency.
10. Photocopy of Registration of a vehicle of 800cc or above.