

**Application / Renewal Application for Travel Agent Licence
(for applicant which is a company)**

Before completing this form, please read “Application Notes”, “Required Documents” and “Personal Information Collection Statement” attached to this form.

Part 1: Type of application	
<input type="checkbox"/> Application for travel agent licence <input type="checkbox"/> Application for renewal of travel agent licence	Previous or existing licence's number and expiry date (DD/MM/YYYY)
Licence collection method <input type="checkbox"/> To collect at Executive Office of Authority <input type="checkbox"/> By post	

Part 2: Basic information	
Company name	Chinese
	English
Names previously used (if any)	Chinese
	English
Business name(s)	Chinese
	English
Business name(s) previously used (if any)	Chinese
	English
Place of incorporation	(If the place of incorporation is not Hong Kong) whether registered in Hong Kong: <input type="checkbox"/> Yes <input type="checkbox"/> No
Company registration number	
Financial year end date (DD/MM/YYYY)	
Premises of keeping books of account ¹	
Need to set up an e-levy account:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Need to set up an account for registration of Mainland inbound tour groups:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3: Contact information ²		
Email address ³		
Correspondence address ^{3,4}		
Telephone number	Fax number	Website address
Language of correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> English		

- 1 If there is any change in the premises of keeping books of account, a licensed travel agent must notify the Authority of the new premises within 7 days beginning on the date on which the change takes place, or else the travel agent may commit an offence.
- 2 The information provided by the applicant in Part 3 (except fax number) will be set out in the register of travel agent licences for public inspection.
- 3 If the correspondence address or email address of a licensed travel agent is changed, the travel agent must, within 14 days after the change, notify the Authority in writing of the new correspondence address or new email address.
- 4 If travel agent business is to be carried on at a local place of business, please complete another form called “Application / Renewal Application for Business Permit”.

Part 4: Information on officer(s) & controller(s) of applicant (see paras. 6 and 7 of “Application Notes”; if there are more than four officers and controllers, please make a copy of this Part for completion)

First officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration* number			
Address			
Email address			
Telephone number			
Position		Date of appointment	
Second officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration* number			
Address			
Email address			
Telephone number			
Position		Date of appointment	
Third officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration* number			
Address			
Email address			
Telephone number			
Position		Date of appointment	
Fourth officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration* number			
Address			
Email address			
Telephone number			
Position		Date of appointment	

(Every officer and controller must complete Part 9 (individual) or Part 10 (company) of this form.)

Part 5: Information of associated company and its officer(s) and controller(s)			
Information of associated company (see paras. 8 and 9 of “Application Notes”; if there is more than one associated company, please make a copy of this Part for completion)			
Name in Chinese		Name in English	
Correspondence address			
Company registration number	Telephone number	Fax number	
Information of officer(s) and controller(s) (see paras. 6 and 7 of “Application Notes”)			
First officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration * number			
Address			
Email address			
Telephone number			
Position		Date of appointment	
Second officer or controller			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration * number			
Address			
Email address			
Telephone number			
Position		Date of appointment	
Third officer or controller (make a copy of this Part for completion if there is more than officer / controller)			
Name in Chinese			
Name in English			
Hong Kong Identity Card / travel document / company registration * number			
Address			
Email address			
Telephone number			
Position		Date of appointment	

Part 6: Information of proposed authorized representative (see para. 10 of “Application Notes”)		
Name in Chinese		Name in English
Hong Kong Identity Card / Travel document* number		Date of birth (DD/MM/YYYY)
Correspondence address		
Mobile telephone number	Residential / office telephone* number	Email address
Education Level	<input type="checkbox"/> Completed in Hong Kong <input type="checkbox"/> Completed outside Hong Kong	
	<input type="checkbox"/> Form 5 or equivalent	<input type="checkbox"/> Senior secondary 3 or equivalent
	<input type="checkbox"/> Higher diploma / associated degree	<input type="checkbox"/> Bachelor’s degree or above
	<input type="checkbox"/> Others (please specify)	
Latest date of completing an authorized representative course (DD/MM/YYYY)		
Capacity associated with the business of the applicant	<input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Company Secretary <input type="checkbox"/> Controller	
Management experience in travel industry (in chronological order; give details using additional sheets if necessary)		
Name of Company / Employer, Position and Scope of Work		Employment Period From (DD/MM/YYYY) To (DD/MM/YYYY)

(The proposed authorized representative must complete Part 8 of this form)

Part 7: Declaration by applicant

- This declaration is an integral part of this form.
- The questions below are relevant to the Authority’s determination of whether the applicant is suitable to hold a travel agent licence.
- “You” in the following questions refers to the applicant for a travel agent licence or the renewal of the travel agent licence.

	Yes	No	Uncertain
1. Have you entered into a composition or scheme of arrangement with your creditors, or made an assignment of your estate for the benefit of your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you in liquidation or the subject of a winding up order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a receiver or manager of your property been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving a finding that you acted fraudulently, corruptly or dishonestly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted of a criminal offence under the Travel Industry Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been convicted of a criminal offence under the Trade Descriptions Ordinance (Cap. 362)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apart from the criminal offences mentioned in questions 4 to 6, have you been convicted, whether in Hong Kong or elsewhere, of any other criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you answer “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records.

The following declaration must be made on behalf of the applicant by a director of the applicant

The proposed authorized representative mentioned in Part 6 has sufficient power to perform the duties of an authorized representative set out in section 27 of the Travel Industry Ordinance: Yes No

I, the applicant, understand that under section 59 of the Travel Industry Ordinance, a person commits an offence if the person, in connection with an application for a travel agent licence or the renewal of a travel agent licence, provides any information or document to the Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine at level 6 and to imprisonment for 2 years, or on summary conviction to a fine at level 3 and to imprisonment for 6 months.

I, the applicant, hereby declare that all the information provided in this form is full, complete and true to the best of my knowledge and belief. I give my express consent to the Authority to release any record and/or information concerning myself to any government authorities, public bodies and/or other relevant parties, including those inside and/or outside the Hong Kong Special Administrative Region for the purpose of enforcing the requirements in the Travel Industry Ordinance, and also give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Authority and authorize government authorities, public bodies and/or relevant parties concerned, including those inside and/or outside the Hong Kong Special Administrative Region to release to the Authority any record and/or information concerning myself.

_____ Name of Director	_____ Signature	_____ Date (DD/MM/YYYY)
---------------------------	--------------------	----------------------------

Part 8: Declaration by proposed authorized representative

Important Notes

- The questions below are relevant to the Authority’s determination of whether the person mentioned in Part 6 is suitable to be the authorized representative of the applicant, and must be answered by that person.
- “You” in the following questions refers to the person mentioned in Part 6.
- **The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply to this application. In other words, you must answer “Yes” to questions 4 to 8 below even if your conviction (if any) is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”.**

	Yes	No	Uncertain
1. Are you an undischarged bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you entered into a composition or scheme of arrangement with your creditors, or made an assignment of your estate for the benefit of your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving a finding that you acted fraudulently, corruptly or dishonestly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted of a criminal offence under the Travel Industry Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been convicted of a criminal offence under the Trade Descriptions Ordinance (Cap. 362)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Apart from the criminal offences mentioned in questions 4 to 7, have you been convicted, whether in Hong Kong or elsewhere, of any other criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you answer “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records.

I am the person mentioned in Part 6 and agree to be the authorized representative of the applicant:
 I am not an authorized representative of any licensed travel agent; or
 I am currently the authorized representative of the applicant.

I understand that under section 59 of the Travel Industry Ordinance, a person commits an offence if the person, in connection with an application for a travel agent licence or the renewal of a travel agent licence, provides any information or document to the Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine at level 6 and to imprisonment for 2 years, or on summary conviction to a fine at level 3 and to imprisonment for 6 months.

I hereby declare that all the information provided in Part 6 and Part 8 of this form is full, complete and true to the best of my knowledge and belief. I give my express consent to the Authority to release any record and/or information concerning myself to any government authorities, public bodies and/or other relevant parties, including those inside and/or outside the Hong Kong Special Administrative Region for the purpose of enforcing the requirements in the Travel Industry Ordinance, and also give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Authority and authorize government authorities, public bodies and/or relevant parties concerned, including those inside and/or outside the Hong Kong Special Administrative Region to release to the Authority any record and/or information concerning myself.

_____ Name

_____ Hong Kong Identity Card /
travel document* number

_____ Signature

_____ Date (DD/MM/YYYY)

Part 9: Declaration (by officer and controller of applicant)

(This Part is applicable to any of the above-mentioned persons who is an **individual**. If there is more than one person, please make a copy of this Part for completion.)

Important Notes

- This declaration is an integral part of this form.
- “You” in the following questions refers to the officers and controllers of the applicant mentioned in Part 4.
- **The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply to this application. In other words, you must answer “Yes” to questions 4 to 8 below even if your conviction (if any) is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”.**

	Yes	No	Uncertain
1. Are you an undischarged bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you entered into a composition or scheme of arrangement with your creditors, or made an assignment of your estate for the benefit of your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving a finding that you acted fraudulently, corruptly or dishonestly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted of a criminal offence under the Travel Industry Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been convicted of a criminal offence under the Trade Descriptions Ordinance (Cap. 362)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Apart from the criminal offences mentioned in questions 4 to 7, have you been convicted, whether in Hong Kong or elsewhere, of any other criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you answer “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records.

I understand that under section 59 of the Travel Industry Ordinance, a person commits an offence if the person, in connection with an application for a travel agent licence or the renewal of a travel agent licence, provides any information or document to the Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine at level 6 and to imprisonment for 2 years, or on summary conviction to a fine at level 3 and to imprisonment for 6 months.

I hereby declare that all the information provided in Part 4 (the part relevant to myself) and Part 9 of this form is full, complete and true to the best of my knowledge and belief. I give my express consent to the Authority to release any record and/or information concerning myself to any government authorities, public bodies and/or other relevant parties, including those inside and/or outside the Hong Kong Special Administrative Region for the purpose of enforcing the requirements in the Travel Industry Ordinance, and also give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Authority and authorize government authorities, public bodies and/or relevant parties concerned, including those inside and/or outside the Hong Kong Special Administrative Region to release to the Authority any record and/or information concerning myself.

_____	_____
Name	Hong Kong Identity Card / travel document* number
_____	_____
Signature	Date (DD/MM/YYYY)

Part 10: Declaration (by officer, controller and associated company of applicant)
 (This part is applicable to any of the above-mentioned persons who is a **company**. If there is more than one person, please make copies of this Part for completion.)

- This declaration is an integral part of this form.
- “You” in the following questions refers to the officer, controller and associated company of the applicant mentioned in Parts 4 and 5.

	Yes	No	Uncertain
1. Have you entered into a composition or scheme of arrangement with your creditors, or have made an assignment of your estate for the benefit of your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you in liquidation or the subject of a winding up order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a receiver or manager of your property been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving a finding that you acted fraudulently, corruptly or dishonestly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted of a criminal offence under the Travel Industry Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been convicted of a criminal offence under the Trade Descriptions Ordinance (Cap. 362)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apart from the criminal offences mentioned in questions 4 to 6, have you been convicted, whether in Hong Kong or elsewhere, of any other criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you answer “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records.

Information of the relevant company

Name in Chinese or English	
Company registration number	

The following declaration must be made on behalf of the above-mentioned company by a director of the above-mentioned company

I, the above-mentioned company, understand that under section 59 of the Travel Industry Ordinance, a person commits an offence if the person, in connection with an application for a travel agent licence or the renewal of a travel agent licence, provides any information or document to the Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine at level 6 and to imprisonment for 2 years, or on summary conviction to a fine at level 3 and to imprisonment for 6 months.

I, the above-mentioned company, hereby declare that all the information provided in Part 4 and/or 5 (as the case may be) (the part relevant to myself) and Part 10 of this form is full, complete and true to the best of my knowledge and belief. I give my express consent to the Authority to release any record and/or information concerning myself to any government authorities, public bodies and/or other relevant parties, including those inside and/or outside the Hong Kong Special Administrative Region for the purpose of enforcing the requirements in the Travel Industry Ordinance, and also give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Authority and authorize government authorities, public bodies and/or relevant parties concerned, including those inside and/or outside the Hong Kong Special Administrative Region to release to the Authority any record and/or information concerning myself.

_____	_____	_____
Name of Director	Signature	Date (DD/MM/YYYY)

Application Notes

1. “Authority” means the Travel Industry Authority and “Ordinance” means the Travel Industry Ordinance (Cap. 634).
2. Please read this “Application Notes” and the “Personal Information Collection Statement” before completing this form.
3. Please complete this form in BLOCK letters using a black or blue pen.
4. Please put a “✓” in the appropriate box, and delete, as appropriate, items marked with an asterisk “*”.
5. “Company” means: (a) a company formed and registered under the Companies Ordinance (Cap. 622); (b) a company formed and registered under a former Companies Ordinance as defined by section 2(1) of the Companies Ordinance (Cap. 622); or (c) a body corporate established or incorporated outside Hong Kong. (see section 2(1) of the Ordinance)
6. In relation to a company, “officer” includes a director, manager and company secretary of the company, and “manager” means a person who performs managerial functions in relation to the company under the directors’ immediate authority. (see section 2(1) of the Ordinance).
7. A person is the controller of a company if the directors, or a majority of the directors, of the company are accustomed to act in accordance with the person’s directions (excluding advice given in a professional capacity). (see section 2(3) of the Ordinance)
8. “Associated company”, in relation to a company, means: (a) a subsidiary of the company; (b) a holding company of the company; or (c) a subsidiary of the holding company mentioned in (b). (see section 18(1) of the Ordinance)
9. Except for the following situations, an associated company must complete Part 5 and Part 10 of this form:
 - (a) (applicable to the situation where the applicant has any holding company, which has any subsidiary) if a holding company of the applicant provides a written declaration confirming that any of its subsidiaries other than the applicant is not associated with the travel agent business of the applicant, and does not carry on travel agent business in Hong Kong, then any such subsidiary is not required to complete Part 5 and Part 10 of this form;
 - (b) (applicable to the situation where the applicant has more than one holding company) if a holding company of the applicant provides a written declaration confirming that the holding company is not associated with the travel agent business of the applicant, and does not carry on travel agent business in Hong Kong, then the holding company is not required to complete Part 5 and Part 10 of this form; and
 - (c) (applicable to the situation where the applicant has any subsidiary) if the applicant provides a written declaration confirming that a subsidiary of the applicant is not associated with the travel agent business of the applicant, and does not carry on travel agent business in Hong Kong, then the subsidiary is not required to complete Part 5 and Part 10 of this form.
10. The applicant must set out the details of the proposed authorized representative in Part 6. The proposed authorized representative must complete Part 8 and meet the following qualification requirement: (a) completion of Form 5 education under the 5-year secondary academic structure or Senior Secondary 3 education under the New Senior Secondary academic structure (or equivalent), and possession of at least 5 years of management experience in the travel industry; or (b) possession of at least 10 years of management experience in the travel industry.
11. Under section 59 of the Ordinance, a person commits an offence if the person, in connection with an application for a travel agent licence or the renewal of a travel agent licence, provides any information or document to the Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine at level 6 and to imprisonment for 2 years, or on summary conviction to a fine at level 3 and to imprisonment for 6 months.

12. For the renewal of a licence, a licensed travel agent must make an application within a period of not more than two months and not less than one month before the expiry of the licence. The Authority will not entertain a renewal application made more than two months before the expiry of the licence. If a renewal application is made less than one month before the expiry of the licence, the vetting process for the application may not be completed before the expiry of the licence, in which case, the travel agent must cease to carry on travel agent business on the expiry of the licence, or else it commits an offence.

13. Fee (see the fee waiver arrangement below)

Item	Application Fee (HK\$)	Licence Fee (HK\$)
Issue of a travel agent licence	630	485 (per month)
Renewal of a travel agent licence	0	485 (per month)

Note:

(a) Fee waiver arrangement:

(i) In respect of the issue of a travel agent licence, if an application is made between 1 September 2022 and 30 September 2023 (both dates inclusive), the application fee is waived. If a travel agent licence is issued within the above-mentioned period, the licence fee which is payable for each month of the validity period of the licence is also waived.

(ii) In respect of the renewal of a travel agent licence, if a travel agent licence is renewed between 1 September 2022 and 30 September 2023 (both dates inclusive), the licence fee which is payable for each month of the validity period of the licence is waived.

(iii) If an applicant has enjoyed the fee concession in accordance with the Travel Agents (Amendment) (Fee Concessions) Regulation 2019 (Amendment) Regulation 2021, the licence fee waiver as mentioned in subparagraph (a)(i) and (ii) may not be fully applicable even though its travel agent licence is issued or renewed between 1 September 2022 and 30 September 2023 (both dates inclusive).

(b) All fees must be paid when an application is submitted. The application fee is non-refundable under any circumstance.

(c) Payment may be made by cash (only applicable to an application which is submitted to the Executive Office of the Authority), or by crossed cheque payable to “Travel Industry Authority” or “旅遊業監管局”. Post-dated cheques are not accepted. In case of any bank charge incurred due to a dishonoured cheque (e.g. insufficient balance in the relevant cheque account), the applicant is responsible for the charge.

(d) The fact that an application, relevant documents and payment are accepted (including a cheque having been encashed) does not mean that the application will be approved. A licence will only be issued or renewed if all relevant requirements and criteria under the Ordinance are met.

14. Application Methods

(a) By appointment (submission in person or by a representative at the Executive Office of the Authority) (please make an appointment via the following website: <https://booking.tia.org.hk/>)

(b) By post (address: 8/F, South Island Place, 8 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong). Please state “Application for Travel Agent Licence” or “Application for Renewal of Travel Agent Licence” on the envelope (as the case may be). The Authority will not accept unpaid mail items and pay postage on behalf of the applicant. For proper delivery of mail items, please ensure that the mail items bear sufficient postage with a return address before posting.

15. Vetting of and Enquiry about Application

(a) The Authority may request an applicant to provide further information and/or clarification of documents already submitted to the Authority.

(b) Any enquiry about the application status can be made to the Licensing and Registration Section of the Authority:

Telephone number: (852) 3698 5900

Email address: lic@tia.org.hk

Required Documents

Notes:

- A document which is not in Chinese or English must be accompanied by a Chinese or English translation certified in accordance with section 4 of the Companies Ordinance (Cap. 622).
- The Authority may request an applicant to submit additional documents apart from the documents listed below.

Identity of applicant (not applicable to renewal applications unless there is any change of the relevant information submitted before)

1. Documents showing the identity of an applicant, such as:
 - (a) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company issued by the Hong Kong Companies Registry (HKCR); or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Business name (if applicable) (not applicable to renewal applications unless there is any change of the relevant information submitted before)

2. Documents showing the business name (if applicable), such as:
 - (a) the Business Registration Certificate issued by the Business Registration Office; or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Director and company secretary (not applicable to renewal applications unless there is any change of the relevant information submitted before)

3. Documents showing the latest information of the directors and company secretaries of an applicant, such as:
 - (a) documents the receipt of which was acknowledged by the HKCR:
 - (i) Incorporation Form (Company Limited by Shares) (Form NNC1) and Notice of Change of Company Secretary and Director (Appointment / Cessation) (Form ND2A) (if applicable);
 - (ii) Annual Return (Form NAR1) and Notice of Change of Company Secretary and Director (Appointment / Cessation) (Form ND2A) (if applicable);
 - (iii) Application for Registration as Registered Non-Hong Kong Company (Form NN1) and Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation) (Form NN6) (if applicable); or
 - (iv) Annual Return of Registered Non-Hong Kong Company (Form NN3) and Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation) (Form NN6) (if applicable); or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Controller and manager (not applicable to renewal applications unless there is any change of the relevant information submitted before)

4. Documents showing the identity of controllers and managers, such as:
 - (a) For an individual:
 - (i) original Hong Kong identity card or travel document; or
 - (ii) a copy certified by a practising solicitor or practising certified public accountant in Hong Kong;
 - (b) For a company:
 - (i) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company issued by the HKCR; or

Required Documents

- (ii) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Associated company of an applicant (not applicable to renewal applications unless there is any change of the relevant information submitted before)

5. Any documents (such as an organizational structure chart) showing the following information of the associated company of an applicant:
- (a) the relationship between every associated company and the applicant (such as the subsidiaries and holding companies of the applicant, and the subsidiaries of such holding companies) and the relevant percentage of shareholding; and
 - (b) documents showing the identity of every associated company (which must meet the requirements set out in paragraph 1).

Qualification requirement for Authorized Representative (applicable to licence applications submitted to the Authority, first-time licence renewal applications submitted by holders of pre-existing licences to the Authority, or any change of the authorized representative)

6. Original document showing completion of Form 5 education under the 5-year secondary academic structure or Senior Secondary 3 education under the New Senior Secondary academic structure (or original document of an equivalent or higher education qualification) and original document showing possession of at least 5 years of management experience in the travel industry, or a copy thereof certified by a practising solicitor or practising certified public accountant in Hong Kong; or
7. Original document or a copy thereof certified by a practising solicitor or practising certified public accountant in Hong Kong which shows possession of at least 10 years of management experience in the travel industry.

Guarantee money (unless otherwise required, the guarantee money requirement does not apply to holders of a “pre-existing licence”, which means a travel agent licence issued under the repealed Travel Agents Ordinance and valid immediately before 1 September 2022)

8. A bank guarantee of HK\$500,000 issued by an authorized institution within the meaning of section 2(1) of the Banking Ordinance (Cap. 155) in the bank guarantee form specified by the Authority (the form can be downloaded at <https://tia.org.hk/en/licensing/relevant-forms.html>).

Capital (not applicable to holders of a pre-existing licence) (not applicable to renewal applications)

9. Documents showing that the following capital requirement is met:
- the amount of the company’s paid-up share capital must not be less than HK\$500,000.
10. The document set out in paragraph 9 must be issued by the following person or institution:
- (a) Return of Allotment (Form NSC1) / Notice of Alteration of Share Capital (Form NSC11) submitted to the HKCR; or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Statement of accounts (applicable to renewal application only)

11. A statement of accounts the period of which covers three whole months prior to the submission of a renewal application; and
12. A duly completed and signed financial position return (the return can be downloaded at <https://tia.org.hk/en/licensing/relevant-forms.html>).

Personal Information Collection Statement

Purposes of collecting personal data

1. The Authority will use the personal data acquired through the application for the following purposes:

- (a) processing the application and any subsequent applications;
- (b) enforcing the requirements of the Ordinance, its subsidiary legislation as well as any guidelines, directives or codes of conduct which may be issued by the Authority from time to time, providing training to licensees and provision of information on matters concerning operation of the travel industry; and
- (c) communicating with the applicant.

Failure to provide the information required may result in the Authority being unable to process the application.

Transfer of personal data

2. The Authority may transfer the personal data provided by the applicant to relevant government departments and authorities (including the Hong Kong Police Force and the Independent Commission Against Corruption), public bodies or other relevant bodies in connection with the above purposes.

Access to personal information

3. Applicants should fill out the “Data Access Request Form (N. OPS003)” issued by the Privacy Commissioner when making a request for accessing to or correction of the personal data provided. For enquiry, please contact the data protection officer of the Authority in writing.

Telephone Number: (852) 3698 5900

Email address: enquiry@tia.org.hk