

## Application Form / Renewal Application Form for Tour Escort Licence

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 Tour Escort Licence <input type="checkbox"/> Application for Renewal of Tour Escort Licence	Previous or existing licence number	Expiry date (DD/MM/YYYY)	
The issued or renewed licence will be delivered to the applicant in the form of electronic file (pdf) by email, and a physical tour escort card will also be issued. Please choose the card collection method: <input type="checkbox"/> To collect at the office of Authority <input type="checkbox"/> By post			
Part 2: Personal Information			
Name in Chinese		Name in English	
Hong Kong Identity Card number		Date of birth (DD/MM/YYYY)	
Type of Hong Kong Identity Card	<input type="checkbox"/> Permanent Identity Card <input type="checkbox"/> An Identity Card other than Permanent Identity Card and the applicant is not subject to any condition of stay that prohibits the applicant from working as a tour escort (For an applicant who is a non-permanent resident, the Document of Identity (D.I.) for Visa Purposes or passport must be provided)		
Correspondence address			
Mobile telephone number	Residential / office telephone* number	Email address	
Education level (No need to fill in this section for a renewal application)	<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)		
Institution where you obtained the above education level	Name		
	Address		
Language of correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> English			

### Part 3: Declaration

#### Importance Note

- The questions below are relevant to the Authority's determination of whether the person mentioned in Part 2 is suitable to hold a tour escort licence, and must be answered by that person.
- **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 no. 2 to 6 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 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"/>
2. 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"/>
3. Have you been convicted of a criminal offence under the Travel Industry Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted of a criminal offence under the Trade Descriptions Ordinance (Cap. 362)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted, whether in Hong Kong or elsewhere, of a criminal offence involving violence, sex or drugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Apart from the criminal offences mentioned in questions no. 2 to 5, 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 as stipulated in section 60 of the Travel Industry Ordinance, a person commits an offence if the person, in connection with an application for a tour escort licence or the renewal of a tour escort 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 5 and to imprisonment for 1 year, or on summary conviction to a fine at level 2 and to imprisonment for 3 months.

I hereby declare that all the information provided in connection with this application 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 number

\_\_\_\_\_

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 the 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. Under section 60 of the Ordinance, a person commits an offence if the person, in connection with an application for a tour escort licence or the renewal of a tour escort 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 5 and to imprisonment for 1 year, or on summary conviction to a fine at level 2 and to imprisonment for 3 months.
6. If an applicant is issued with a tour escort licence, the Authority will set out in its register of tour escort licences such information as the applicant’s name, and the number and validity period of the applicant’s licence for public inspection.
7. A renewal application must be made (if it is made before the expiry of the licence) within three months before the date on which the licence expires; or (if it is made after the expiry of the licence) within two years after the date on which the licence expires. If a licence has expired while the application is still being processed, the applicant must stop working as a tour escort, otherwise he / she will commit an offence.
8. It will normally take four to six weeks after the date on which the Authority receives an application which complies with all the relevant requirements (including the application form being duly completed and signed, and all required documents are provided) to process the application. Extra time may be required if the Authority needs to consider whether the applicant is suitable to hold a licence .
9. In respect of an application for the renewal of a tour escort licence, the applicant must complete the Continuing Professional Development Scheme for Tour Escorts specified by the Authority, but holders of a pre-existing tour escort pass taken to be licensed tour escorts applying for the renewal of their licences for the first time are exempted from the requirement. For details, please refer to <https://www.tia.org.hk/en/licensing/tour-escorts/licensing-and-renewal-criteria/CPD-Scheme.html>.
10. The applicant, after being issued with a tour escort licence or his/her tour escort licence being renewed, must inform the Authority of any change to the matters declared in Part 3 of this form by giving a notice in writing to the Authority within 14 days beginning on the date on which the change takes place.
11. Fee (see the fee waiver arrangement below)

Item	Application Fee (HK\$)	Licence Fee (HK\$)
Issue of a tour escort licence	300	0
Renewal of a tour escort licence	150	0

### Note:

- (a) Fee waiver arrangement:
  - (i) In respect of the issue of a tour escort licence, if an application is made between 1 September 2022 and 31 August 2025 (both dates inclusive), the application fee is waived.
  - (ii) In respect of the renewal of a tour escort licence, if an application is made between 1 September 2022 and 31 August 2025 (both dates inclusive), the application fee is waived.
  - (iii) If a tour escort licence is issued or renewed, the fee waiver is not applicable to any subsequent application.
- (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 office of the Authority, or by crossed cheque payable to “Travel Industry Authority”. 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.

#### 12. Application method

- (a) Submission in person or by a representative at the Office of the Authority: To reduce the waiting time, 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 Tour Escort Licence” or “Application for Renewal of Tour Escort Licence” on the envelope (as the case may be). If the original of a document is required (except this form), a copy of the document certified by a practising solicitor or practising certified public accountant in Hong Kong may be sent by post, but no original document except this form should be sent by post. 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.

#### 13. 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](mailto: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 provided by a qualified third party.
- The Authority may request an applicant to submit additional documents apart from the documents listed below.

#### 1. Application for issue of a tour escort licence

- (a) Duly completed and signed application form
- (b) The original and a copy of the Hong Kong identity card
- (c) The original and a copy of the Document of Identity (D.I.) for Visa Purposes or passport (not applicable to an applicant who is a permanent Hong Kong resident)
- (d) The original and a copy of the proof of education (e.g. graduation certificate)
- (e) The original and a copy of a valid certificate of competency in first aid, or another similar certificate, issued by an institution specified by the Authority (the certificate must still be valid when the tour escort licence is issued) (For details, please refer to <https://www.tia.org.hk/en/licensing/tour-escorts/licensing-and-renewal-criteria/certificate-of-competency-in-first-aid.html>)
- (f) The original and a copy of a document showing completion of the pre-examination training course for tour escorts
- (g) The original and a copy of a proof for the passing of the licensing examination of tour escorts (examination result will be valid for 2 years from the date of examination)
- (h) A recent colour photograph (can be emailed to [lic@tia.org.hk](mailto:lic@tia.org.hk) or provided via other electronic means) in the following specifications:
  - (i) image type: JPEG;
  - (ii) file size: 5MB or below; and
  - (iii) the photograph must have a plain white background and show the full frontal face with clear facial features.

#### 2. Application for renewal of a tour escort licence

- (a) Duly completed and signed application form
- (b) A copy of the Hong Kong identity card (only applicable to the first renewal application made to the Authority by a holder of a “pre-existing tour escort pass”)
- (c) A copy of the Document of Identity (D.I.) for Visa Purposes or passport (not applicable to an applicant who is a permanent Hong Kong resident)
- (d) A copy of a valid certificate of competency in first aid, or another similar certificate, issued by an institution specified by the Authority (the certificate must still be valid when the tour escort licence is renewed) (For details, please refer to <https://www.tia.org.hk/en/licensing/tour-escorts/licensing-and-renewal-criteria/certificate-of-competency-in-first-aid.html>)
- (e) A copy of a document or documents showing completion of the continuing professional development scheme for tour escorts (not applicable to the first renewal application made by a holder of a “pre-existing tour escort pass” taken to be the holder a tour escort licence)
- (f) A recent colour photograph (can be emailed to [lic@tia.org.hk](mailto:lic@tia.org.hk) or provided via other electronic means) in the following specifications:
  - (i) image type: JPEG;
  - (ii) file size: 5MB or below; and
  - (iii) the photograph must have a plain white background and show the full frontal face with clear facial features.

Note:

If the original of a document is required (except this form), the applicant may choose to provide a copy of the document certified by a practising solicitor or practising certified public accountant in Hong Kong; such a certified copy will not be returned to the applicant.

<b>Personal Information Collection Statement</b>
<p><u>Purposes of collecting personal data</u></p> <p>1. The Authority will use the personal data acquired through the application for the following purpose:</p> <ul style="list-style-type: none"><li>(a) processing the application and any subsequent applications;</li><li>(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</li><li>(c) facilitating communication with the applicant.</li></ul> <p>Failure to provide the information required may result in the Authority being unable to process the application.</p> <p><u>Transfer of personal data</u></p> <p>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.</p> <p><u>Access to personal information</u></p> <p>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.</p> <p>Telephone Number: (852) 3698 6088</p> <p>Email address: <a href="mailto:enquiry@tia.org.hk">enquiry@tia.org.hk</a></p>