

APPLICATION FORM

TRAVEL AGENCIES - REGISTRATION

SRI LANKA TOURISM DEVELOPMENT AUTHORITY

No 80, Galle Road, Colombo 03. Tel: 0112437059.

01. DETAILS OF THE TRAVEL AGENCY

1-1	Name	
1-2	Address	
1-3	Telephone No	
1-4	Fax No	
1-5	E - mail	
1-6	web	

02. PROPRIETOR /COMPANY

2-1	Name	
2-2	Address	
2-3	Telephone No	
2-4	Fax No	
2-5	E - mail	

03. MANAGING AGENT/OPERATOR (IF APPLICABLE)

3-1	Managing Agent /Operator Name	
3-2	Address	
3-3	Telephone No	
3-4	Fax No	
3-5	E - mail	

04. GEOGRAPHICAL INFORMATION

4-1	District	
4-2	AGA Division	
4-3	PS /MC/UC	

05. BUSINESS REGISTRATION INFORMATION (IF APPLICABLE)

5-1	Business Registration Date and No.	
5-2	Date of Commencement of Business	

06. STAFF DETAILS

Please attach a list of permanent / contract / casual staff details in the following specified format

Name	EPF No	Designation	Period of service

07 .COMPETENCE IN FOREIGN LANGUAGES

English	
French	
German	
Japanese	
Others	

08. Corporate Status

Names of Directors/ Partners	Private Address	Nationality	No: of Shares held

09. IF A COMPANY INDICATES:

- i. Whether private or public:
- ii. Authorized capital Rs.....
- iii. Paid up capital Rs.....

(Annex a statement of paid-up capital certified by the Company Secretary)

10. IF A PARTNERSHIP OR SOLE PROPRIETORSHIP, INDICATE THE AMOUNT OF CAPITAL CONTRIBUTION.

Rs

(Annexed a statement of the amount of capital contribution certified by recognized Auditors)

11. INFORMATION REGARDING THE BANKERS

Name of the Bank	Branch	A/C No

12. DESCRIPTION OF THE PREMISES

- i. Floor area
- ii. Whether on street level of upper floor level
- iii. Are the premises air conditioned
- iv. Is any part of your business premises used for any other purpose
(If so furnish the full details)

11. DOES THE TRAVEL AGENCY HANDLE

- * Incoming Tourist Traffic:
- * Outgoing Tourist Traffic
- * Issue of tickets on any means of transport (especially Air line)

12. DO YOU SPECIALIZE IN ANY SPECIAL TOURS? PLEASE GIVE DETAILS

.....

13. DETAILS OF VEHICLES REGISTERED IN THE NAME OF THE TRAVEL AGENCY:

No: of vehicles registered for private use with registration numbers

- a) Cars:.....
- b) Other (specify):.....

14. DOES THE TRAVEL AGENCY HAVE BROCHURES AND PUBLISHES TARIFF? If so enclose copies

15. ANY OTHER INFORMATION YOU WISH TO STATE REGARDING YOUR AGENCY?

.....
.....
.....
.....

16. HAS THE AGENCY OR ANY OF ITS DIRECTORS, IF COMPANY PROPRIETORS/PARTNERS FOR ANY PERSON EMPLOYED IN THE BUSINESS BEEN CONVICTED OFFENCE ENUMERATED IN REGULATION (8) OF THE TRAVEL AGENCY-1973

I hereby certify that the information above is true and accurate.

Signature	
Name	
Date	

CHECK LIST TO SUBMIT DOCUMENTS -Reg.

- I. Business registration.....
- II. Form one (If a limited liability company).....
- III. Bank guarantee
- IV. Deed or lease agreement.
- V. List of Staff.
- VI. Declaration of Non Conviction.....
- VII. List of Activities.....
- VIII. Shareholding structure and issued shares certified by the Company Secretary.....

Applicant signature:

FOR OFFICE USE ONLY

RECOMMENDATION OF SUBJECT OFFICER

- All the required documents received
- Total payment received
(By cash/cheque (cheque No....))
- (Reg.- Lic. - Taxes -)
- No complaints received during last year.....

.....
Subject officer/Standards & Quality Assurance

Date:.....

**I recommend/do not recommend to issue the License of
Travel Agency.**

.....
Director/Standards & Quality Assurance

Date:

Documents Required for Registration of Travel Agency.

A.

- Business registration
- Form one (If a limited liability company)
- Bank guarantee
- Deed or lease agreement
- Shareholding structure and issued shares certified by the Company Secretary
- List of Staff
- Declaration of Non Conviction
- List of Activities

B. Once we receive the complete application set, an inspection shall be scheduled to verify whether requirements of the regulations are complied with all.

Foreign partners should submit the following documents

- (A) Names and Addresses of share holders
- (B) Copies of Passports /Identity Cards
- (C) Total number of shares issued
- (D) Number of shares issued for each shareholder
- (E) Value of the shares issued or the price of a share
- (F) Respective presentation of each share holders of the share capital
- (G) Proof of remittance up to 40 % equity certified by an accountant of a commercial bank
- (H) Bank statement
- (I) Certified copy of return of allotment



SRI LANKA TOURISM DEVELOPMENT AUTHORITY

MINIMUM REQUIREMENTS FOR THE REGISTRATION OF THE BUSINESS OF A TRAVEL AGENT

A.GENERAL TRAVEL AGENT

- 1.The agency should satisfy the definition of a travel Agent as indicated in the order under section 48(1) of the Ceylon tourist board Act No: 10 of 1966.
- 2.An Agency which is a sole proprietorship or a partnership should produce a certificate of registration from the Registrar of Business Name. (This requirement will not apply to any Agency carrying on business under the name of the Proprietor) An Agency which is a Limited Liability company should Produces a certificate of Incorporation from the Registrar of companies.
- 3.An agency which has not completed one year in travel business on the date of publication of the travel agents code in the gazette or which intends to commence business should:
 - a.In the case of limited Liability Company have a paid up capital of not less than Rs.500, 000/= on the date of application for registration.
 - b.In the case of sole proprietorship or partnership have a capital contribution of not less than Rs.600, 000/= on the date of application for registration.

4. The sole business of a sole proprietorship, Limited Liability company or other body seeking registration should be that of a travel Agent and majority shares in the capital contribution or paid-up capital should be held by citizens of Sri Lanka
Provided that where a travel Agency has been engaged continuously in travel business during a period of not less than 10 years immediately preceding the date of publication of the travel Agents code in the Gazette, the competent Authority may waive this requirement for a period to be determined by him with the approval of the Sri Lanka Tourism Development Authority.
5. The Agency should maintain a current account in a Bank in Sri Lanka in its own Name.
6. The Agency should furnish a Guarantee from a Bank in Sri Lanka or Guarantee from the Insurance Corporation of Sri Lanka for an amount of not less than 10% of the Paid-up capital or the capital contribution of the firm to ensure fulfillment of obligation
7. The Agency should have an adequately furnished and an equipped office or telephone in its own name installed therein for transaction of its business.
8. The Agency should employ minimum three professionally Qualified or experienced staff in matter regarding transport, accommodation, currency, outcome regulation, reservation of Air Line ticketing and general information about Travel and Tourism related services. However, greater emphasis may be given to effective communication skills and knowledge of foreign language other than English.
9. The minimum Office space should be of 250sq.ft. Besides the office may be located in the neat and clean surroundings and equipped with telephone, fax and computer reservation system etc. There should be sufficient space for reception and easy access to toilets.
10. Tour operator should employ only Guides who trained and licensed by the Sri Lanka Tourism Development Authority.
11. The tour operator shall contract/use approved specialized agencies in the field of Adventure Options and related services for the tourists.

12. The Agency or any person employed or proposed to be employed in the business should during the period of five years immediately preceding the date of application for registration not have been convicted of an offence under the monetary law act, the Exchange Control Act, the foreign Exchange Entitlement certificate Act No;28 of 1968, the customs ordinance, the control of imports and export act, or an offence involving moral turpitude or use of the premises of the business of the Agency for an illegal purpose.

Provided that in an appropriate case, the Competent Authority may in his absolute discretion waive compliance with any of the requirements above enumerated under heads (A) and (B)

Following documents should be forwarded with the application.

- A Guarantee from a Bank in Sri Lanka, or Guarantee from the insurance corporation of Sri Lanka for an amount of not less than 10 % to the paid –up capital or the capital contribution or the firm to endure fulfillment of obligations. The minimum Guarantee amount would be Rs.50,000/= (This guarantee should be issued in the name of the Sri Lanka Tourism Development Authority and as per the specimen)
- B A certified statement of paid up capital from recognized Auditors in the case of a company.
- C A certified statement of the capital contribution by a recognized Auditor in the case of a sole proprietorship or partnership.
- D A declaration of non- Conviction as per specimen.
- E List of Activities of the Company as per the Specimen.
- F List of staff with Name, designation, experience and copies of ID cards or passports
- G Deed or lease agreement of the premises.
- H Form No. 1 issued by registrar of Companies and Form No. 13 (if the name of the company is changed after the registration)
- I Copy of Articles of association
- J Brochures and a Schedule itineraries or Confidential Tariff

K Photographs of the following area in the office should be annexed with the application

*Name Board

*Reception

* Office area (operation) with staff

* Pantry

* Toilets

L The total payment for entire registration process would be Rs. 42,840.00 which is inclusive of 12% VAT & 2% N.B.T. However, you are advised to make the payments in two installments as given below.

First Installment - Administration fee to be paid with application - Rs.11, 424/= (Including 12% VAT & 2% N. B. T.)

Second Installment - Registration & license fee to be paid after the inspection and approved the agency by SLTDA officials - Rs.31, 416/= (Including 12% VAT & 2% NB T)

FOR MORE INFORMATION PLEASE CONTACT

Mr. Aruna Prasanjeewa

Junior Manager

Standards & Quality Assurance Division

Sri Lanka Tourism Development Authority

80, Galle Road

Colombo 03

Tel : 0112437055/59/60 Ext: 298

Fax: 0112382623

Email: arunap@srilanka.travel

SPECIMEN (BANK GURANTEE)

(Name and Address of Bank)

Competent Authority,
Sri Lanka Tourism Development Authority
No. 80, Galle Road
Colombo 03

Dear Sir

LETTER OF GUARANTEE NO:

We are the (name of bank)..... Do hereby stand guarantee for sum of Rs..... (Amount in words)..... on behalf of the fulfillment or otherwise discharging of all its obligations prescribed by the travel Agents code 1973, Published in the Sri Lanka Government Gazette **No;79 , of 28th September 1973** read with the minimum requirements published thereunder in the Sri Lanka Government Gazette **No;168 of 13th June ,1975.**

Our guarantee shall remain in force until the (date) unless a claim is lodged by you with us under the guarantee and is received by us on or before (date)..... all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities hereunder. Our Liability under this guarantee shall not exceed the sum of Rs..... (Amount in words)..... in all and shall cease to be in force after (date)

A demand under the hand of the competent authority within the meaning of the above mentioned travel agents code, for the time being shall (so far as we the bank are concerned) be conclusive evidence that we are liable to pay the sum demanded but not exceeding the amount aforesaid and accordingly, we the bank shall not be entitled to dispute in any manner, any demand made on us under the hand of the competent Authority aforesaid.

We the (Name of Bank) Specifically agree that the aforesaid competent Authority shall be at liberty either in one action to issue us (Name of the Agency).....Or any other guarantor / guarantors or surety or sureties and also any other persons jointly and severally or proceeds in the first instance against us only and further that we hereby expressly renounce our right to claim that (name of Agency) Should be excused or proceeded against by action in the first instance and the right to the amount claimed and all other right, benefits and privileges to which guarantors or sureties are or may in law be entitled it being expressly agreed and understood that we the Bank shall be liable in all respects hereunder as principal debtor to the Extent aforementioned including the liability to be sued before recourse is had against (Name of agency)

Yours faithfully

Manager

.....

(To be printed on the Bank letter Heads)

(To be print on the company letter Heads)

SPECIMEN (LIST OF ACTIVITIES)

..... (Date)

The Competent Authority

Sri Lanka Tourism Development Authority.

No: 80, Gall Rd.

Colombo-03

Sir

ACTIVITES OF THE COMPANY

At a meeting of the Board of Directors held on..... it was resolved that the Company viz.....Located atwill be confined solely to the following

- a) The issue of transport tickets or booking of seats on any means of transport
- b) The reservations of accommodation in hotel rest houses guest houses and other places providing lodging and refreshment.
- c) Provision of reception at ports of entry, assistance in the securing of travel documents such as passports, visas, exchange control permits and the clearing and transport of baggage
- d) The organization of excursions or tours either on an all inclusive basis or on the basis of a commission on the sale of travel tickets and the provision of services and facilities connected with such excursions or tours.

.....

.....

Signature & Name of

Signature & name of Managing

Company Secretary

Director of the Company

(To be printed on the Company letter Head)

SPECIMEN (DECLARATION OF NON CONVICTION)

COMPETENT AUTHORITY

I/We hereby declare and affirm that no director / Partner/ Proprietor Or any person employed or proposed to the employed in the business or out travel Agency namely,has during the period of five years immediately Preceding the date of application to registration/ renewal of license for the period..... been convicted of an offence under the monetary law act , the exchange Control Act, the foreign Exchange Entitlement certificate Act no;28 of 1968, the customs ordinance or the control of imports and Exports Act or of an offence involving the use of the premises of such business for an illegal purpose or of an offence involving moral turpitude

.....

Name & Designation of
Signatory

.....

Signature of Proprietor
for an on behalf of

Date.....

.....

Name of travel Agency

(The above should be signed by Chairman/ Managing Director/ General Manager or Proprietor)

(Should Be Printed on the Company Letter Head)