

<p style="text-align: center;">APPLICATION FORM</p> <p style="text-align: center;">TRAVEL AGENCY - REGISTRATION</p> <p style="text-align: center;">SRI LANKA TOURISM DEVELOPMENT AUTHORITY</p> <p style="text-align: center;">No 80, Galle Road, Colombo 03. Tel: 0112437059.</p>		
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01. 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 Business	

06. STAFF DETAILS

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

Name	EPF No	Designation	Period of service

07 .COMPETENCE OF 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 certified statement of paid-up)
 Capital from company Secretary

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

Rs

(Annexed certified statement of the amount of Capital Contribution from 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 (specially Air line)

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

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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 A BROCHURE AND A PUBLISHES TARIFF? If so enclose copies

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

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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 LISTS TO SUBMIT THE DOCUMENTS – TA Reg.

I.	A copy of Business registration.	<input type="checkbox"/>
II.	Bank Guarantee.....	<input type="checkbox"/>
III.	A copy of deed or lease agreement.	<input type="checkbox"/>
IV.	Form one (If Ltd liability company).	<input type="checkbox"/>
V.	List of staff.	<input type="checkbox"/>
VI.	Paid up capital contribution issued by company secretary.	<input type="checkbox"/>

Applicant signature:

FOR OFFICE USE ONLY

RECOMMENDATION OF SUBJECT OFFICER

- All the required documents received ☐
- Total payment was received ☐
(By cash/cheque (cheque No....., Bank.....))
- (Reg, - ☐ Lic, - ☐ Taxes - ☐)
- No complains received during last year..... ☐

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Subject officer/Standard & Quality Assurance

Date:.....

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

.....

Director/Standard & Quality Assurance

Date:

Documents Required for Registration of Travel Agency.

A.

1. A copy of Business Registration.
2. Bank Guarantee.
3. A copy of deed or lease agreement.
4. Form one (If Ltd Liability company)
5. List of staff
6. Paid up capital contribution issued by company secretary.

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

Foreign partners should submit the following documents

- (A) Name and Address of the share holders
- (B) Copy of Passport /Identity Cards
- (C) Total number of share issued
- (D) Number of share issued for each shareholder
- (E) Value of the share issued or the price of share
- (F) Respective presentation of each share holders of the share capital
- (G) Proof of remittance 40 % equality Accountant of a Commercial Bank
- (H) Bank statement
- (I) Certified copy of return of allotment