

FORM B

APPLICATION FOR REGISTRATION OF TRAVEL AGENCY

Name of Applicant:

Address:

Telephone:

Name of Travel Agency:

Address:

Telephone:Fax:.....

Whether registered company: Yes () No()

Particulars of registration.....:

.....

Name of Proprietor\Directors:

Name and address of:

(i) Manager.....

(ii) Secretary (if a company).....

Bankers:.....

Name of Bonding Company or Sureties.....

Address.....

Name of Auditors.....

Address.....

.....
Signature of Applicant

.....
Date

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

1. Certified copy of Certificate of Incorporation or business name certificate
2. Certified Copies of Articles Incorporation (registered companies)
3. Permission to operate from location (Land Title, rent or lease agreement)
4. Tax Registration Number (TRN)
5. Bond of \$100,000.00. **Stamp Duty to be paid**
6. Fidelity Guarantee insurance policy - \$25,000.00 in respect of each cashier
7. Copy of receipt for Inspection and registration fee from Inland Revenue, tax code 281 and 259
8. Character references (2 for each director or proprietor)
9. Evidence of financial ability to operate (Bank statement)
10. Refund and cancellation policy