

## Travel Agents Incentive Scheme (Inbound)

### 旅行社鼓勵計劃 (入境)

#### - Application Form 申請表格 -

Applicants should read the "Guide to Application" before completing the application form.

申請者填寫本申請表前，請先閱讀「申請指引」。

Applications will be assessed by the Hong Kong Tourism Board (HKTB) on a monthly basis. The Applicant should submit a completed application form and supporting documents to the HKTB by post or in person at or before the relevant application deadline set out in the "Guide to Application". Late submissions will not be accepted.

香港旅遊發展局(旅發局)將按月審核申請，申請者須根據「申請指引」所列的相關申請期限或之前以郵寄或親身向旅發局提交填妥的申請表格及證明文件。逾期提交的申請恕不受理。

Please submit this application form with the following documents to the HKTB:

請將此申請表格連同以下文件提交至旅發局：

- The supporting documents required in clause 4.2.2 of application procedures in the "Guide to Application".  
「申請指引」內第 4.2.2 項所列出的證明文件。
- A copy of the business registration and travel agent's licence of the Applicant for first-time applications.  
首次申請時需提供申請者的商業登記證及旅行代理商牌照副本。

#### Address of the HKTB 旅發局地址:

11th Floor, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong

香港北角威非路道 18 號萬國寶通中心 11 樓

Reference: Travel Agents Incentive Scheme (Inbound)

註明: 旅行社鼓勵計劃(入境)

(Office hours: Mondays to Fridays, 09:00 to 18:00 辦公時間: 星期一至五, 早上 9 時至下午 6 時)

#### SECTION A – Applicant's Details

##### A 部 – 申請者資料

Name of travel agent 旅行社名稱:			
Travel agent's licence no. 旅行代理商牌照號碼:			
Business registration no. 商業登記編號:			
<b>Contact Details 聯絡人詳細資料</b>			
Name 姓名:		Job title 職銜:	
Tel 電話:		Mobile 手機:	
Email 電郵:			
Address of travel agent: 旅行社地址:			
<b>Company Bank Account Details 公司銀行戶口資料</b>			
Bank Name 銀行名稱:			
Payee 戶口名稱:			
Account Detail 戶口資料:	Bank code 銀行編號	Branch Code 分行編號	Account Number 賬戶號碼

#### SECTION B – Application Summary

##### B 部 – 申請概要

Total no. of inbound travellers in this application: 此申請表中入境旅客總數:	
Total no. of hotel stay confirmation letter(s) or reservation order(s) attached: 酒店住宿確認書或酒店預訂單總數:	
Total amount of cash incentives applied for: 申請現金鼓勵總額:	

**SECTION C – Declaration****C 部 – 聲明**

Please read all sections below carefully before signing the declaration below:

在簽署以下聲明之前，請仔細閱讀以下所有部分：

- (a) **On behalf of our travel agent, I now declare that I have carefully read all sections of the Travel Agents Incentive Scheme (Inbound): Guide to Application and this application form and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.**  
本人現代表本旅行社聲明，本人已仔細閱讀「旅行社鼓勵計劃(入境): 申請指引」以及本申請表格的所有部分，並完全明白其中內容及同意遵守當中的所有條款及細則。
- (b) **Our travel agent understands that the source of business for the booking(s) should originate from non-Hong Kong travel agents. The HKTb reserves the rights to validate information directly with hotels for audit purposes.**  
本旅行社明白預訂的業務來源應來自非香港旅行代理商。旅發局保留權利直接聯絡酒店作資料審核。
- (c) **Our travel agent understands that our travel agent is not eligible to apply for the Travel Agents Incentive Scheme (Inbound) (i) if I have used or intend to use the same inbound trip for application for other funding support from the HKTb or HKSAR Government/semi-government organisations, or (ii) if the wholesaler that has provided hotel room(s) to our travel agent/the travel agent(s) to which our travel agent has provided hotel room(s), has used or intend to use the same inbound trip concerned to apply for the Travel Agents Incentive Scheme (Inbound).**  
本旅行社明白(i)如本旅行社已使用或打算使用同一入境旅程申請旅發局或香港特別行政區政府/半政府機構所提供的任何其他資助，或(ii)如向本旅行社提供酒店房間的批發商/從本旅行社獲取酒店房間的旅行社，已使用或打算使用同一入境旅程申請旅行社鼓勵計劃(入境)，將不符合申請旅行社鼓勵計劃(入境)的資格。
- (d) **All the information provided in this application form, and the relevant information attached to this application form, is true, valid and accurate, and reflect the up-to-date situation as of the date of submission of the application form.**  
本申請表格內所提供的資料及夾附於本申請表格的有關資料，均屬真實、有效及正確，並顯示截至提交申請表格當日的真實情況。
- (e) **If any of the information provided in this application form, or any of the relevant information attached to this application form, is found to be false, invalid or inaccurate, our travel agent undertakes to repay the HKTb and the HKSAR Government all the cash incentives disbursed under this Scheme plus interest within the time specified by the HKTb or the HKSAR Government.**  
於本申請表格內提供的任何資料，或夾附於本申請表格的任何有關資料如被發現是虛假、無效或不準確，本旅行社承諾於旅發局或政府通知的指定時間內，向旅發局及政府償還本計劃獲發的全部現金鼓勵連同利息。
- (f) **Our travel agent is aware that if our travel agent provides false, invalid or inaccurate information to support this application, or willfully omits or conceals any material information in relation to this application, the HKTb and the HKSAR Government reserve the right to take any action deemed to be appropriate against our travel agent, including termination of disbursement of cash incentives and filing of judicial action.**  
本旅行社知悉，如本旅行社提供虛假、無效或不準確的資料信息以支持本申請，或就本申請故意遺漏或隱瞞任何重要資料，旅發局及政府保留權利向本旅行社採取其認為適當的任何行動，包括終止發放現金鼓勵和提出司法起訴。
- (g) **Our travel agent understands the consequences of providing false, invalid or inaccurate information and of willfully omitting or concealing any material information and promises to notify the HKTb in writing as soon as possible of any changes to the above information to be made in the future.**  
本旅行社明白提供虛假、無效或不準確資料，以及故意遺漏或隱瞞任何重要資料的後果，並承諾如上述資料日後有任何更改，會以書面盡快通知旅發局。
- (h) **Our travel agent undertakes to fully co-operate with the HKTb for the purpose of assessing our travel agent's applications by providing, upon its request, all relevant documents, files, records, etc.**  
本旅行社承諾全面配合旅發局對本旅行社申請的審核，包括按其要求提交所有文件、檔案、紀錄等。
- (i) **Our travel agent shall fully indemnify the HKTb and the HKSAR Government for any or all of the losses, debts and claims suffered or incurred as a result of this application or related issues.**  
本旅行社須就旅發局及政府因本申請或相關事項而蒙受或招致的任何或一切損失、債務及申索作出全部彌償。

**Authorised Signature:**

授權人士簽署及旅行社印章: \_\_\_\_\_

**Name of person signing:**

簽署人姓名: \_\_\_\_\_

**Date:**

日期: \_\_\_\_\_

**Designation (manager or above):**

職位(經理級或以上): \_\_\_\_\_

For official use 只供內部填寫:

<i>Application date:</i>	<i>Application Reference No.</i>	<i>No. of hotel confirmation slips or RO received:</i>
<i>Final no. of pax for reimbursement:</i>	<i>Total release amount in HKD:</i>	<i>Handled by:</i>