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## **Important Notes on Application for the Tour Escort Pass**

Tour escorts are those appointed by tour operators to accompany outbound tour groups and to take care of the participants throughout the whole journey. With a view to raising the standard of outbound tour escorts, the TIC set up an Outbound Tour Escort Accreditation System on 1 July 1999, under which all tour escorts assigned by member agents to lead outbound tours must hold a valid Tour Escort Pass (formerly known as "Certified Tour Escort Card").

### **(I) Application requirements for the Tour Escort Pass** <sup>(Note 1)</sup>

1. 18 years old or above;
2. Holders of the Hong Kong Permanent Identity Card, or holders of the Hong Kong Identity Card who are not subject to any condition of stay;
3. Holders of the certificate of the TIC's Certificate Course for Outbound Tour Escorts; or holders of other certificates recognised by the TIC <sup>(Note 2)</sup> and passing the relevant examination;
4. Secondary school graduates <sup>(Note 3)</sup> or equivalent, or above;
5. Holders of a valid first aid certificate or attendance certificate issued by one of the following six institutions: the Hong Kong Red Cross, Hong Kong St. John Ambulance, the Auxiliary Medical Service, The Hong Kong Life Saving Society, the Hong Kong Police Force and the Hong Kong Fire Services Department; or having completed a training course in first aid and holding a valid certificate to that effect issued by an organisation approved by the Commissioner for Labour <sup>(Note 4)</sup>; or having attended the TIC's first aid talk (In-service medical professionals or those having retired for not more than two years may apply for exemption but relevant supporting documents must be presented);
6. Signing of a declaration stating that the applicant is physically and mentally fit to be a tour escort, and that there is no other reason that will cause the TIC to consider him/her not fit and proper to be a tour escort; and
7. Declaration of any criminal conviction in Hong Kong or elsewhere in accordance with the Declaration Form provided by the TIC.

#### **Note 1:**

In any of the following situations, a Tour Escort Pass application will be deemed to be in need of special deliberation and will be referred to the Tourist Guide and Tour Escort Deliberation Committee for deliberation:

- (a) the applicant provides factually untrue information or is suspected of making any false statement;
- (b) the applicant declares that he/she has been convicted of a criminal offence the applicant declares that he/she has been convicted in Hong Kong or elsewhere of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption);
- (c) the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;
- (d) the applicant's Tour Escort Pass or Tourist Guide Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
- (e) the applicant's Tour Escort Pass or Tourist Guide Pass has been revoked and he/she has failed to return the Pass to the TIC within the required time limit of seven days;
- (f) the applicant has worked as a tour escort without a Tour Escort Pass or with an invalid Tour Escort Pass; or the applicant has worked as a tourist guide without a Tourist Guide Pass or with an invalid Tourist Guide Pass; or
- (g) the applicant has violated the Code of Conduct for Outbound Tour Escort or other TIC rules while holding an invalid Tour Escort Pass and the Compliance Committee has imposed a penalty; or the applicant has violated the Code of Conduct for Tourist Guides or other TIC rules while holding an invalid Tourist Guide Pass and the Tourist Guide and Tour Escort Deliberation Committee / Compliance Committee has imposed a penalty.

#### **Note 2:**

The latest list of certificates recognised by the TIC can be found on the TIC's website (Outbound Tour Escort Accreditation System) (<https://www.tichk.org>).

#### **Note 3:**

Definition of 'secondary school graduates':

- ▶ Completion of Form 5 or Year 11 under the old secondary education system (5-2-3 education system) of Hong Kong or the British-style education system; or
- ▶ Completion of Senior Secondary 3 or the 12th Grade under the new secondary education system (3-3-4 education system) of Hong Kong or the US-style education system.

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**Note 4:**

The following list of first aid courses recognised by the TIC will be updated from time to time according to the latest list of first aid courses recognised by the Labour Department:

Name of organisation	Name of first aid course
1. Hong Kong St. John Ambulance (Open to public)	a. "Certificate in First Aid" Course (Face-to-face mode) (FA) b. Certificate in First Aid (Blended Mode) - Elearning (EFAT) c. One day First Aid Refresher Course (ODRC) d. Half Day First Aid Refresher Course (HDRC)
2. Auxiliary Medical Services (Open to public)	a. Basic First Aid b. Refresher First Aid
3. Hong Kong Red Cross (Open to public)	a. Standard First Aid Certificate Course b. Standard First Aid Certificate Course (Blended Learning) c. Standard First Aid Certificate Refresher Course
4. Ruttonjee Hospital and Tang Shiu Kin Hospital A&E Training Centre (Open to public)	a. Practical First Aid Certificate Course b. Practical First Aid Certificate (Renewal) Course
5. Hong Kong Society of Professional Medical Care (Open to public)	a. Occupational First Aid Course b. Occupational First Aid Refresher Course c. Emergency Medical Responder Course
6. Hong Kong Underwater Association (Open to public)	a. Basic First Aid Certificate Course b. Refresher Basic First Aid Certificate Course
7. Scout Association of Hong Kong (Members)	a. First Aid Certificate Course b. Refresher Training for First Aid Certificate Course
8. First Aid International Ltd (Open to public)	a. First Aid at Work Course b. First Aid at Work Refresher Course
9. The Hong Kong Life Saving Society (Members)	a. First Aid Certificate Course b. First Aid Certificate Refresher Course
10. Emergency Medical Response Society (Open to public)	a. First Aid, CPR and AED Certificate Course b. First Aid, CPR and AED Certificate Refresher Course c. First Aid and Emergency Response Certificate Course d. First Aid and Emergency Response Certificate Refresher Course e. Advanced Emergency Incident Responder Certificate Course f. Advanced Emergency Incident Responder Certificate Refresher Course
11. Fire Services Department (Members)	a. Ambulance Officer Initial Training Course b. Ambulanceman/ ambulancewoman Initial Training Course c. Ambulance Officer Foundation Training Course d. Ambulanceman/ ambulancewoman Foundation Training Course e. Basic Ambulance Aid Course f. Advanced Ambulance Aid Training at First Responder Level for Firefighters
12. Civil Aid Service (Members)	a. Civil Aid Service First Aid Course
13. Occupational Safety and Health Council (Open to public)	a. Certificate of Competence in First-aid Course b. Certificate of Competence in Refresher First Aid Course

**(II) Application fee**

HK\$300

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### (III) How to apply

1. Return the completed "Application Form for the Tour Escort Pass" and "Declaration" (Attachment I) together with the following documents to the TIC executive office by post or in person:
  - i. Photocopy\* of the certificate of the TIC's Certificate Course for Outbound Tour Escorts; or the printed copy of the e-mail containing the pass result of the Outbound Tour Escort Accreditation Examination;
  - ii. Photocopy\* of academic proof;
  - iii. Photocopy\* of first aid certificate or attendance certificate issued by institutions recognised by the TIC (except graduates of TIC's Certificate Course for Outbound Tour Escorts);
  - iv. One recent photo with the following specifications:
    - 1.5" x 2" (4cm x 5cm)
    - Make sure photo presents full head from top of hair to shoulders, and include a full face, front view and open eyes
    - **Colour** photo with a **white** background
    - Photos should not include sunglasses or hats
    - Applicant's full name should be written on the back of the photo; and
  - v. A crossed cheque amounting to **HK\$300** payable to "Travel Industry Council of Hong Kong"; **or** copy of bank-in slip (**Please deposit cash only**) / transaction record \*\*. Cash will be accepted for submission of application in person only. Please do NOT mail cash.
2. Acknowledgement of receipt will be sent by SMS or e-mail upon the receipt of an application submitted by post. For applicants who do not receive any message of acknowledgement within 7 working days since the date of posting, please contact the TIC Industry Training Department on 2807-1199.
3. Eligible applicants will be issued the Pass **within 4 to 5 weeks** from the date of submission of application. Pass holders will be notified by **SMS &/or e-mail** when the Pass is ready for collection. Applicants who do not receive any notification for the collection of Pass in due course may contact the TIC Industry Training Department on 2807-1199.
4. Those in urgent need may request an '**Acknowledgement of Application for the Tour Escort Pass**', a document that provisionally allows its holder to undertake the duties of a tour escort, and **the application must be submitted by the eligible applicants or their authorised representatives in person**, together with the original and photocopy of the supporting documents and the application fee.

\* Laminated documents are NOT accepted. Applicants should bring the **original** of the supporting documents required if they submit their application in person. All the original documents will be returned to the applicants immediately after checking of information. For applications by post, the applicants must present the **original** of the supporting documents for information checking when they collect their Tour Escort Pass or the '**Acknowledgement of Application for the Tour Escort Pass**'. If it is found that the applicant has submitted any false information, the TIC may revoke the Pass or letter of acknowledgement issued at any time and the case shall be reported to the police.

\*\* Name of bank: Bank of China (Hong Kong) Ltd

Account no.: 031-349-1-038340-4

Please write the applicant's full name on the back of the copy of bank-in slip / transaction record and submit it together with the application form. Applicants who submit application by post are advised to **keep the original bank-in slip for record** in order to avoid the loss of payment evidence caused by delivery error.

### (IV) Time limit for application

1. The **time limit** for applying for the Tour Escort Pass is **two years** counting from the issue date of the certificate of the TIC's Certificate Course for Outbound Tour Escorts or the e-mail containing the pass result of the Outbound Tour Escort Accreditation Examination.
2. Applicants who have passed the certificate examination but are still under 18 years old should submit their applications **within two years after reaching 18**.
3. If qualified applicants apply for the Pass after the application deadline, they will have to **pass the designated examination** before submitting their application.

### (V) Enquiry

For any further queries, please contact the TIC Industry Training Department on 2807-1199 during office hours.



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**(VI) Notes on collection of personal data**

1. The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
  - (i) to process applications for the Tour Escort Pass;
  - (ii) to maintain applicants' records in the TIC;
  - (iii) to issue the Tour Escort Pass to qualified applicants;
  - (iv) to include the names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes in the Outbound Tour Escort Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public;
  - (v) to post on the TIC's website the information on suspensions or revocations of Tour Escort Passes, which may be accessed by travel agents and members of the public;
  - (vi) to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, e-mail, fax, post, etc.); and
  - (vii) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
  - (i) ascertain whether their personal data are held by the TIC;
  - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
  - (iii) correct their personal data held by the TIC.Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.
6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.



## 領隊證持有人注意事項

### **Points to note for holders of the Tour Escort Pass**

#### **I. 領隊證的發證條款 Conditions for issuance of the Tour Escort Pass**

1. 領隊證由香港旅遊業議會發出，並受議會現行及不時修訂的相關規例所約束，持證人須經常瀏覽議會網頁查閱最新消息。

The Tour Escort Pass is issued by the Travel Industry Council of Hong Kong (TIC) and subject to the relevant regulations of the TIC as currently in force and as amended from time to time. Pass holders are required to read about the latest news at the TIC's website regularly.

2. 領隊證乃香港旅遊業議會所有，不得轉借他人或作其他非指定的用途。議會有權撤銷、終止或收回該證。

The Tour Escort Pass is the property of the TIC. It is not transferable and must not be used for purposes other than those specified. The TIC reserves the right to revoke, terminate or withdraw the Pass.

3. 持證人於執行職務期間，必須佩戴有效的領隊證於襟前。並須與議會指派的巡查員合作，出示領隊證及香港身份證，以供身份核實之用。

Holders of the Tour Escort Pass must wear the valid Pass on their chest while on duty, and must cooperate with the inspectors assigned by the TIC by producing the Tour Escort Pass and Hong Kong Identity Card for identity verification upon request.

4. 持證人的中英文姓名、領隊證編號及領隊證屆滿日期會載於香港旅遊業議會網站的「外遊領隊名冊」內，而該等資料可被旅行社和公眾查閱。

The names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes will be included in the Outbound Tour Escort Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public.

5. 持證人須遵守由香港旅遊業議會發出的有關領隊的守則及指引，如不遵守有關守則及指引，將會視作違規處理；議會並會將被暫停或撤銷的領隊證資料按相關準則在議會網站張貼不同時間，而該等資料可被旅行社和公眾查閱。

Pass holders must observe the codes and directives concerning tour escorts issued by the TIC. Non-compliance with the codes and directives will be subject to disciplinary procedures, and the information on suspensions or revocations of Tour Escort Passes will be posted on the TIC's website for different durations in accordance with relevant guidelines, which may be accessed by travel agents and members of the public.

6. 遺失領隊證者必須立即向議會報失，以便辦理補領手續。有關補領手續及表格可於議會網頁 (<https://www.tichk.org>) 下載。

Loss of the Tour Escort Pass should be reported to the TIC immediately for re-issuance of a new one. The procedures and application form for re-issuing the Tour Escort Pass can be downloaded from the TIC's website (<https://www.tichk.org>).

7. 持證人有責任採取措施，以確保自己從事領隊工作不會違反本港或其他地區的法規。不論在何時何地，持證人如被判干犯涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等)的罪行，必須儘快主動通知議會，否則證件可能會被暫停或



撤銷。

Pass holders are obligated to take steps by themselves to ensure that they do not contravene the laws of Hong Kong or other places when working as a tour escort. Pass holders must also take initiative to inform the TIC at their earliest convenience should they be convicted an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption) at any place and any time. Otherwise, their Pass may be suspended or revoked.

## II. 領隊證續期 Renewal of the Tour Escort Pass

1. 領隊證有效期為三年，持證人如欲繼續擔領隊工作，必須每三年續證一次，議會將不會個別發信提醒持證人申請續證。續證申請將於持證人的證件到期前三個月開始接受辦理，新證有效期為三年，由舊證屆滿日的翌日起計算。有關續證須知及申請表格可於議會網頁下載 (<https://www.tichk.org>)。

The Pass is valid for three years. Pass holders who wish to continue to undertake their duties as a tour escort must **renew their Pass every three years**. **No reminders** will be sent by the TIC for the renewal of the Pass in due course. Application for renewal of the Pass will be accepted **three months before its expiry**. The new Pass will be valid for three years, counting from the day following the day on which the old Pass expires. The information and application form for the renewal of the Tour Escort Pass can be downloaded from the TIC's website (<https://www.tichk.org>).

2. 持證人如在領隊證有效期屆滿後超過兩年才向議會申請續證，則必須通過指定考試，方可獲發新證。考試不合格者可參加補考，次數不限。新證有效期為三年，由發證日起計算。

Pass holders who renew their Pass **more than two years after expiry of the Pass** will **have to pass the designated examination** in order to obtain a new Pass. Candidates who fail the Examination may take a re-sit, and the number of attempts allowed is not limited. The new Pass will be valid for three years, counting from the day on which the Pass is issued.

3. 領取新證時必須交還舊證。

The **old Pass must be returned** to the TIC when collecting the renewed Pass.

4. 在下列情況下，領隊證續證申請將視作需要特別考慮，並會交由「導遊及領隊審核委員會」處理：

In any of the following situations, a Tour Escort Pass renewal application will be deemed to be in need of special deliberation and will be referred to the Tourist Guide and Tour Escort Deliberation Committee for deliberation:

- a. 申請人提供與事實不符的資料或涉嫌作出任何虛假聲明；  
the applicant provides factually untrue information or is suspected of making any false statement;
- b. 申請人申報曾在香港或其他地方被裁定干犯了涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等)的罪行；  
the applicant declares that he/she has been convicted in Hong Kong or elsewhere of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery;



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fraud; deceit; burglary; handling stolen goods, bribery or corruption);

- c. 申請人沒有申報曾在香港或其他地方被裁定干犯了上列的罪行；  
the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;
- d. 申請人的領隊證或導遊證曾被撤銷，或曾被拒絕續證  
the applicant's Tour Escort Pass or Tourist Guide Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
- e. 申請人的領隊證或導遊證曾被撤銷，並且沒有在七天限期內把證件交還議會；  
the applicant's Tour Escort Pass or Tourist Guide Pass has been revoked and he/she has failed to return the Pass to the TIC within the required time limit of seven days;
- f. 申請人於沒有領隊證期間或領隊證無效期間，曾擔任領隊；或申請人於沒有導遊證期間或於導遊證無效期間，曾擔任導遊；或  
the applicant has worked as a tour escort without a Tour Escort Pass or with an invalid Tour Escort Pass; or the applicant has worked as a tourist guide without a Tourist Guide Pass or with an invalid Tourist Guide Pass; or
- g. 申請人於領隊證無效期間，因曾違反《外遊領隊作業守則》或其他議會規則而被「規條委員會」決定需要處分；或申請人於導遊證無效期間，因曾違反《導遊作業守則》或其他議會規則而被「導遊及領隊審核委員會」／「規條委員會」決定需要處分。  
the applicant has violated the Code of Conduct for Outbound Tour Escorts or other TIC rules while holding an invalid Tour Escort Pass and the Compliance Committee has imposed a penalty; or the applicant has violated the Code of Conduct for Tourist Guides or other TIC rules while holding an invalid Tourist Guide Pass and the Tourist Guide and Tour Escort Deliberation Committee / Compliance Committee has imposed a penalty.

### III. 更改通訊資料 Change of contact information

議會將不時以手機短訊、電郵、傳真或郵寄方式向領隊發放議會資訊(包括課程資料)。為確保資訊有效傳遞，領隊的通訊資料如有任何更改，請於議會網頁 (<https://www.tichk.org>) 下載「更改通訊資料申請表」，填妥後交回議會行業培訓部。

The TIC will disseminate its information (including course information) to tour escorts from time to time by SMS, e-mail, fax or post. In order to ensure effective transmission of information, tour escorts should notify the TIC of any changes in the contact information by downloading the form "Application for Change of Contact Information" from the TIC's website (<https://www.tichk.org>), and completing and returning it to the TIC Industry Training Department.



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「領隊證」申請表  
Application Form for the Tour Escort Pass

付款方式 Payment method:  現金 Cash  劃線支票 Crossed cheque (號碼 No.: \_\_\_\_\_)  現金入賬 Cash deposit

**重要事項 Important Notes**

- 「領隊證」申請費用為港幣300元。  
The application fee for the Tour Escort Pass is **HK\$300**
- 在填寫本表格前，請先細閱夾附之「申請領隊證須知」及「領隊證持有人注意事項」。  
Please study the 'Important Notes on Application for the Tour Escort Pass' and 'Points to note for holders of the Tour Escort Pass' attached before completing this form.
- 為方便電腦輸入資料，請以正楷填寫。  
Please complete the form in **BLOCK LETTERS**.

**由議會填寫**

**For Official Use Only**

Receipt no.: \_\_\_\_\_

Received on: \_\_\_\_\_

TE Pass no.: \_\_\_\_\_

**甲部 Part A 個人資料 Personal particulars**

香港身份證號碼

HKID card number : \_\_\_\_\_ ( )

**由議會填寫**

**For Official Use Only**

HK sign: \_\_\_\_\_

身份證類別

Type of ID card :  香港永久性居民身份證 HK Permanent Identity Card

香港居民身份證 Hong Kong Identity Card

如非永久居民，必須於遞交本表格時夾附「簽證身份書」(即D.I.)或護照副本，並於取證時出示正本。For non-permanent residents, a copy of the Document of Identity for Visa Purposes or passport must be attached to this form and the original copy must be produced when collecting the Pass.

白底彩色近照  
(請在相片背面寫上姓名，並用釘書機釘在相片的右下角)  
RECENT COLOUR PHOTO  
with a WHITE background (Please write the name on the back of the photo and staple at right bottom corner)

# 英文姓名

English name : \_\_\_\_\_  
姓 Surname

名 Given name

# 中文姓名

Chinese name : \_\_\_\_\_

# 姓名以身份證上登記為準 Name as printed on HKID card

出生日期

Date of Birth : \_\_\_\_\_  
年 yyyy / 月 mm / 日 dd

性別  男 M

Gender :  女 F

★教育程度

Education level :  中學畢業 Secondary school graduate  大專文憑/證書 Post-secondary diploma / certificate  
 高級文憑/副學士 Higher diploma / associate degree  學士學位或以上 Bachelor's degree or above  
 其他 Others (請註明 Please specify) \_\_\_\_\_

★ 申請「領隊證」人士必須具備中學畢業或以上學歷，並提供有關學歷證明文件(任何宣誓紙均不能作為學歷證明)。Applicants for the Tour Escort Pass must complete secondary education or above and relevant supporting documents must be produced (any declaration of oath will NOT be accepted).

**乙部 Part B 工作經驗 Work experience**

領隊工作經驗

Tour escorting experience : \_\_\_\_\_年 year(s) \_\_\_\_\_月 month(s) 【由 from \_\_\_\_\_ / \_\_\_\_\_ 至 to \_\_\_\_\_ / \_\_\_\_\_】  
月份 MM / 年份 YY 月份 MM / 年份 YY

旅遊業工作經驗

Experience in travel industry : \_\_\_\_\_年 year(s) \_\_\_\_\_月 month(s) 【由 from \_\_\_\_\_ / \_\_\_\_\_ 至 to \_\_\_\_\_ / \_\_\_\_\_】  
月份 MM / 年份 YY 月份 MM / 年份 YY

現職公司名稱

Current employer : (In Chinese) : \_\_\_\_\_

英文

(In English) : \_\_\_\_\_

現任職銜

Current title : \_\_\_\_\_ 服務年期 Year(s) of service : \_\_\_\_\_年 year(s) \_\_\_\_\_月 month(s)





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**丙部 Part C 通訊資料 Correspondence information**

注意：香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。議會將不時以手機短訊、電郵、傳真或郵寄方式向領隊發放議會資訊（包括課程資料）。為確保資訊有效傳遞，下列通訊資料如有任何更改，請於議會網頁下載「更改通訊資料通知書」，填妥後交回議會行業培訓部。

Note: Please note that addresses or mailboxes **outside HK** will **NOT** be accepted. The TIC will disseminate its information (including course information) to tour escorts from time to time by SMS, e-mail, fax or post. In order to ensure effective transmission of information, tour escorts should notify the TIC of any changes in the contact information below by downloading the form “Notification of Change of Contact Information” from the TIC’s website, and completing and returning it to the TIC Industry Training Department.

中文聯絡地址 Correspondence address in Chinese : _____	
英文聯絡地址 Correspondence address in English : _____	
手機號碼 Mobile phone : _____	(請填寫可接收短訊的號碼。) (Please give a number that <b>can receive SMS messages</b> .)
電話（住宅） Phone (Home) : _____	電郵地址 E-mail address : _____
電話（公司） Phone (Office) : _____	傳真 Fax : _____

**聲明 Declaration**

- 本人(申請人)已細閱、明白並同意接受領隊證的所有發證條款，以及附於此申請表的「個人資料收集說明」及「領隊證持有人注意事項」。  
I have read, understood and accepted all the conditions for issuance of the Tour Escort Pass, as well as the “Notes on Collection of Personal Data” and “Points to note for holders of the Tour Escort Pass” that are attached to this form.
- 本人同意議會核實本人的學歷證明文件，並在此授權本人曾經就讀之教育/單位機構向議會透露有關本人學歷相關的資料作核實之用。  
I agree that the Travel Industry Council of Hong Kong (TIC) shall verify the documents of my academic proof, and **here I authorise the education institutions/units that I used to attend to provide the TIC with my personal particulars for the verification of academic qualification(s) I attained.**
- 本人同意議會以任何形式(包括手機短訊、電郵、傳真及郵寄等) 向本人發放議會資訊(包括課程資料)。  
I agree to receive information (including course information) of the TIC by any means (including SMS, e-mail, fax, post, etc.).
- 本人聲明以上所填報的資料及夾附的文件均真確無訛。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。本人亦知悉如議會發現任何虛假文件，定必報警處理。  
I hereby declare that the information provided in this form and the documents attached are all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that **the TIC shall report any cases of using false documents to the police.**

申請人簽署 Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

**申報書**  
**DECLARATION**

「領隊證」申請表格附件一  
Attachment I of  
Application for the Tour Escort Pass

**注意事項 Important Notes**

- ▶ 申請「領隊證」人士必須填寫本表格。 Applicants for the Tour Escort Pass must complete this form.
- ▶ 如申請人不明白此申報書的任何一部份，可向議會行業培訓部查詢。 Applicants who do not understand any part of this form may contact the TIC Industry Training Department.
- ▶ 請在適當空格上劃上「✓」號。 Please put a tick “✓” in the appropriate boxes.

- |   | 是 Yes                    | 否 No                     |
|---|--------------------------|--------------------------|
| 1. (a) 你的身體狀況是否良好，並適合擔任領隊工作？<br>Are you physically fit to be a tour escort?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) 你是否患有《精神健康條例》（第 136 章）第 2 條所指的精神紊亂（有關定義見註一）？<br>Do you have a mental disorder within the meaning of section 2 of the Mental Health Ordinance (Cap. 136) (see Note 1 for the definition)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 你是否曾經在香港或其他地方被定罪（如符合《罪犯自新條例》或相關定額罰款條例的規定，可無須申報；詳情見註二）？<br>Have you ever been convicted, whether in Hong Kong or elsewhere, of an offence (see Note 2 for situations where no declaration is required under the Rehabilitation of Offenders Ordinance or relevant fixed penalty ordinances)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 如回答「是」，請繼續回答問題 3。 If yes, please go to Question 3.  |                          |                          |
| 3. 你所干犯的罪行是否涉及下列任何一項？<br>Was the offence in respect of which you were convicted one that involved any of the following?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) 毒品或藥物 Narcotics or drugs  |                          |                          |
| (b) 性或暴力 Sex or violence  |                          |                          |
| (c) 嚴重行為不當或不誠實行為（包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等） Seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption)                               |                          |                          |
| ➤ 如回答「是」，申請人將要另行提交更詳盡的資料；有關申請及相關資料將交由議會的導遊及領隊審核委員會考慮（委員會考慮的因素見註三）。<br>If yes, the applicant will be requested to further submit detailed information. The application together with the relevant information will be referred to the TIC Tourist Guide and Tour Escort Deliberation Committee for consideration (see Note 3 for the factors to be considered by the Committee). |                          |                          |

盡我所知所信，我在本申報書所填報的各項資料，均屬完整、確實無訛，特此聲明如上。

I declare that all information given by me in this form is complete, true and correct to the best of my knowledge and belief.

申請人姓名  
Name of applicant : \_\_\_\_\_

香港身份證號碼  
HKID card number : \_\_\_\_\_

申請人簽署  
Signature of applicant : \_\_\_\_\_

簽署日期  
Date of signature : \_\_\_\_\_

**(註一 Note 1) :**

《精神健康條例》(第 136 章) 第 2 條所指的「精神紊亂」是指：(a) 精神病；(b) 屬智力及社交能力的顯著減損的心智發育停頓或不完整的狀態，而該狀態是與有關的人的異常侵略性或極不負責任的行為有關連的；(c) 精神病理障礙；或 (d) 不屬弱智的任何其他精神失常或精神上無能力。

A “mental disorder” is defined under section 2 of the Mental Health Ordinance as meaning: (a) mental illness; (b) a state of arrested or incomplete development of mind which amounts to a significant impairment of intelligence and social functioning which is associated with abnormally aggressive or seriously irresponsible conduct on the part of the person concerned; (c) psychopathic disorder; or (d) any other disorder or disability of mind which does not amount to a mental handicap.

**(註二 Note 2) :**

1. 根據《罪犯自新條例》(第 297 章)，申請人在下列情況下無須申報：

Under the Rehabilitation of Offenders Ordinance (Cap. 297), an applicant is **NOT** required to make any declaration if:

- (a) 在香港被定罪，但並未因此被判處監禁超過 3 個月或罰款超過\$10,000；及  
he/she has been convicted in Hong Kong of an offence in respect of which he/she was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000; and
- (b) 在此以前不曾在香港被定罪；及  
he/she has not been convicted in Hong Kong on any earlier day of an offence; and
- (c) 經過 3 年時間並未在香港再被定罪。  
a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence.

3 年時間由所述罪行被判刑的當日起計算。

The period of 3 years shall be reckoned from the date on which the person concerned was sentenced for the offence convicted.

2. 根據《定額罰款(交通違例事項)條例》(第 237 章)、《定額罰款(刑事訴訟)條例》(第 240 章)、《定額罰款(公眾地方潔淨罪行)條例》(第 570 章)、《定額罰款(吸煙罪行)條例》(第 600 章)或《汽車引擎空轉(定額罰款)條例》(第 611 章) 繳付或被命令繳付定額罰款或任何附加罰款者，亦無須申報。

**No declaration** is required if he/she pays or is ordered to pay a fixed penalty, or any additional penalty, under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap 237), the Fixed Penalty (Criminal Proceedings) Ordinance (Cap 240), the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap 570), the Fixed Penalty (Smoking Offences) Ordinance (Cap 600) or the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap 611).

**(註三 Note 3) :**

委員會考慮的因素如下：

Factors to be considered by the Committee are as below:

- 1 定罪的時間、地點、性質及嚴重性；  
· the time, place, nature and seriousness of the conviction;
- 2 法院判處的刑罰；  
· the sentence passed by the court;
- 3 申請人被定罪時的年齡；  
· the age of the applicant at the time of the conviction;
- 4 申請人所干犯的罪行是否會對旅客的人身或財物安全構成威脅；  
· whether the offence committed will pose a threat to the personal or property safety of visitors;
- 5 申請人犯案時是否正在執行導遊 / 領隊的工作；  
· whether the offence was committed during the performance of tourist guiding / tour escorting duties;
- 6 申請人是否曾重犯涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等)的罪行；及  
· whether there was any repetition of commission of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption); and
- 7 委員會考慮過申請人將要履行的職責後，認為與定罪有關的任何其他情況(不管對申請人有利或不利)。  
· any other circumstances (whether favourable or unfavourable to the applicant) relating to the conviction which the Committee regards as relevant having regard to the duties to be undertaken by him/her.