



領隊核證考試 Tour Escort Accreditation Examination 報考須知 Important Notes

(只適用於兩年期限過後才首次申請領隊證或申請續證者)

(Only for first-time and renewal applications for the Tour Escort Pass after the two-year grace period)

I. 過期申請

「領隊證」的申請限期為兩年(由議會發出合格成績通知書的日期起計)。合資格人士如在期限過後才提交申請,則必須先通過「外遊領隊證書考試」,才可申請「領隊證」。

II. 過期續證

- (1) 「領隊證」有效期為三年,持證人須於證件到期前三個月自行向議會申請續證。
- (2) 持證人如在「領隊證」屆滿後的兩年內申請續證,可獲豁免參加證書考試。新證有效期為三年,由舊證屆滿日的翌日起計算。
- (3) 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「外遊領隊證書考試」,方會獲發新證。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。

III. 報考「外遊領隊證書考試」

- (1) 填妥「外遊領隊證書考試」申請表。
- (2) 連同所需費用寄回或親身交回議會行業培訓部。
- (3) 郵寄申請必須以銀行現金入數紙副本(中銀香港戶口:031-349-1-038340-4)/劃線支票(支票抬頭請註明為「香港旅遊業議會」)繳費,入數紙或劃線支票背後請寫上申請人姓名。親臨議會遞交申請者可以現金繳付費用。
- (4) 申請一經接納,申請人將不會獲退回考試費用。

I. Late application

The time limit for first-time applications for the Tour Escort Pass is **two years** (counting from the date of issue shown on the examination result slips sent out by the TIC). If qualified applicants apply for the Pass after the application deadline, they will have to **pass the Certificate Examination for Outbound Tour Escorts** before submitting their application.

II. Late renewal

- (1) The Tour Escort Pass is valid for three years. Pass holders must renew their Pass with the TIC three months before it expires.
- (2) Holders of the Tour Escort Pass will be **exempted from taking the Certificate Examination** if they renew their Pass **within two years after the expiry of the Pass**. The new Pass will be valid for three years, counting from the day following the day on which the old Pass expires.
- (3) Pass holders who renew their Pass **more than two years after the expiry of the Pass** will **have to pass the Certificate Examination** in order to obtain a new Pass. Candidates who fail the examination may take a re-sit, and the number of re-sits allowed is not limited. The new Pass will be valid for three years, counting from the day on which the Pass is issued.

III. Application for Certificate Examination for Outbound Tour Escorts

- (1) Complete the *Application Form for Certificate Examination for Outbound Tour Escorts*.
- (2) Return the completed form and necessary fees to the TIC Industry Training Department by post or in person.
- (3) Only **copy of deposit slip for cash** (BOCHK a/c: 031-349-1-038340-4) / crossed cheques (payable to 'Travel Industry Council of Hong Kong') are accepted for application by post. The applicant's name should be written on the back of the deposit slip or the crossed cheque. Cash is acceptable for submission of application in person.
- (4) **Once the application is accepted, no refund** will be arranged.



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IV. 費用

- 非旅行社職員考試費用：港幣三百元正
- 旅行社職員考試費用：港幣二百元正
- 溫習資料：港幣一百元正 (非必要購買)

V. 考試日期及有關安排查詢

議會會定期安排考試，考生可選擇考試日期，詳情請致電 2807-1199 與議會行業培訓部職員聯絡。

VI. 申請或續領「領隊證」

- (1) 考生通過考試後，議會會發出合格成績通知書，有意申請或續領「領隊證」者須於獲發成績通知書起計的兩年內，另行向議會申請，逾期申請者需重新通過有關考試。
- (2) 有關表格及申請須知可於議會網頁下載 (<https://www.tichk.org/zh-hant/escorts/accreditation-system>) 或致電 2807-1199 向議會行業培訓部查詢。

VII. 查詢

如有其他查詢，請於辦公時間內致電 2807-1199 與議會行業培訓部職員聯絡。

辦公時間：

星期一至五 上午九時至下午一時
下午二時至下午五時三十分

星期六、日及公眾假期休息

IV. Fees

- Examination fee for non-travel agency staff : HK\$300
- Examination fee for travel agency staff : HK\$200
- Study notes : HK\$100 (optional)

V. Enquiries on examination dates and other arrangements

The certificate examinations will be held at regular intervals. Applicants may contact the TIC Industry Training Department on 2807-1199 for examination schedule and details.

VI. Application for or renewal of the Tour Escort Pass

- (1) Candidates after passing the certificate examination are required to submit their applications for the Pass or Pass renewal within two years counting from the date of issue of the examination result slips sent out by the TIC. Late applicants will have to pass the Certificate Examination again in order to obtain the Pass.
- (2) Relevant information and application forms can be downloaded from the TIC's website (<https://www.tichk.org/en/escorts/accreditation-system>). For any further enquiries, please contact the TIC Industry Training Department on 2807-1199.

VII. Enquiries

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

Office hours:

Monday – Friday 9:00 am – 1:00 pm
2:00 pm – 5:30 pm

(Closed on Saturdays, Sundays and public holidays)



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VIII. 個人資料收集說明

1. 本表格上所填報的個人資料，香港旅遊業議會(下稱“議會”)將用作如下用途：
 - (i) 處理有關考試及辦理領隊證的申請事宜；
 - (ii) 儲存申請人的資料於議會；
 - (iii) 向符合資格的申請人發放考試成績及領隊證；
 - (iv) 將持證人的中英文姓名、領隊證編號及領隊證屆滿日期載於議會網站的「外遊領隊名冊」內，而該等資料可被旅行社和公眾查閱；
 - (v) 將被暫停或撤銷的領隊證資料在議會網站張貼，而該等資料可被旅行社和公眾查閱；
 - (vi) 以任何通訊形式(包括手機短訊、電郵、傳真及郵寄等)向領隊發放議會資訊(包括課程資料)；及
 - (vii) 其他相關用途。
2. 申請人請儘量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 5(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。
6. 如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。議會地址：香港北角英皇道 250 號北角城中心 1706-09 室。

VIII. 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 examinations and applications for the Tour Escort Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the examination results and 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 the 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.



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外遊領隊證書考試／核證考試
Certificate Examination / Accreditation Examination for Outbound Tour Escorts
補考申請表 APPLICATION FORM FOR RE-SIT

由議會填寫 Official Use Only	
考試編號 Examination code :	考試日期 Examination date :
截止報考日期# Application deadline# :	考試時間 Examination time :
<p># 每班補考名額有限，議會將以<u>先到先得形式安排，額滿即止</u>。請有意申請補考者儘快以郵寄或親身遞交本申請表格，<u>恕不接受</u>傳真或電郵報名或留位。Due to the limited numbers of seats for each re-sit, all applications are handled on a first-come-first-served basis. Applicants are advised to submit this form by post or in person as early as possible. Application or reservation by fax or e-mail will NOT be accepted.</p>	

請在適當空格內劃上「✓」號。Please put a tick "✓" in the appropriate boxes.

費用 Fees:

1. 考試 Examination:

- HK\$300 (非旅行社職員 Non-travel agency staff)
 HK\$200 (旅行社職員 Travel agency staff)

總銀碼 Total amount:

= HK\$ _____

2. 溫習資料 Study notes:

- HK\$100 (非必要購買 Optional)

付款方式 Payment method:

- 現金 Cash 劃線支票 Crossed cheque (號碼 Cheque no.: _____) 現金入賬 (Cash deposit)

甲部 Part A 個人資料 Personal particulars

# 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
香港身份證號碼 HKID card number :	_____ ()	性別 <input type="checkbox"/> 男 M Gender : <input type="checkbox"/> 女 F

乙部 Part B 通訊資料 Correspondence information

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 can receive SMS messages .)
住宅電話 Home Phone :	_____
	電郵地址 E-mail address : _____



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* 任何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。Please note that no address or mailbox outside Hong Kong should be used as the applicant's correspondence address.

議會將採用不同方式(包括手機短訊及電郵)向考生發放消息或其他參考資料。為方便聯絡，考生如更改通訊資料(地址、電話、電郵等)，請立即通知議會行業培訓部。The TIC may disseminate news or other information to candidates by various means (including SMS and e-mail). In order to keep in contact with the TIC, candidates should notify the TIC Industry Training Department of any changes in their contact information (correspondence address, telephone number and e-mail address).

丙部 Part C 只供旅行社職員用 For travel agency staff only

現職旅行社名稱 Name of travel agency employer :			
牌照號碼 Licence number :		申請人職銜 Applicant's title :	
此部份必須由申請人的僱主填寫 This part MUST be completed by the applicant's employer			
負責人簽署 Authorised signature :	公司蓋印 Company chop :		
簽署人姓名 Name of signatory :			
聯絡電話 Contact phone no. :			

丁部 Part D 聲明 Declaration

<p>1. 本人已細閱、明白並同意附於此申請表的「報考須知」及「個人資料收集說明」。I have read, understood and agreed to the "Important Notes" and "Notes on Collection of Personal Data" that are attached to this form.</p> <p>2. 本人(申請人) 欲參加上述考試，並同意嚴格遵從議會的所有考試規則。如本人違反任何考試規則，議會有權取消本人之考試資格。I, the applicant, wish to take the above examination, and agree to comply with all the examination rules and regulations set by the TIC. If I violate any examination rules and regulations, the TIC has the right to disqualify me.</p> <p>3. 本人聲明以上所填報的資料均真確無訛。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 is 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 <u>the TIC shall report any cases of using false documents to the police.</u></p>
<p>申請人簽署 Signature : _____</p> <p>日期 Date : _____</p>