

## **Opening A New Branch**

### A) Application Procedure

- (1) Members must apply to the TIC for opening a new branch as early as possible. The following should be submitted:-
  - **【Application Form for Opening a Branch】** duly completed with company stamp (as enclosed);
  - a copy of new Stamped Tenancy Agreement or Purchase and Sale Agreement or relevant written agreement;
  - a copy of Branch Registration Certificate for the new branch office. If it is unavailable, a copy of the application form for opening a branch lodged with the Inland Revenue Department should be submitted first;
  - a fee of HK\$600 for opening a branch office.
- (2) **A site inspection to be conducted** by the TIC should be arranged **at least one week before opening**.
- (3) A branch office certificate will normally be issued within 3 working days after the site inspection providing the address is approved.

### B) Branch Requirement

The requirements for each branch office are listed below for members' reference:

- (1) A paid-up capital of not less than HK\$250,000 for each branch office in addition to its paid-up capital of HK\$500,000 for its head office (If the member has not met this requirement, it must first increase its paid-up capital and submit the relevant supporting documents to the TIC);
- (2) It employs at each premises at least a manager who has a minimum of two consecutive years' relevant practical experience within the recent 5 years and another full-time staff member;
- (3) It conducts its business within separate and independent commercial premises/buildings which are used solely for the travel-related and tourism business **【Please refer to 《Guidelines on TIC Membership Criteria》】**

***\* Note: Only Ordinary Members are allowed to open branch offices.***



## 開設分行申請表 APPLICATION FOR OPENING A BRANCH

公司名稱

Company Name : \_\_\_\_\_

營業名稱 (如與上不同)

Trade Name (if different from above) : \_\_\_\_\_

旅行社牌照號碼

公司實收資本額

Licence No. : \_\_\_\_\_ Paid-Up Capital : \_\_\_\_\_

聯絡人姓名

聯絡電話

Contact Person : \_\_\_\_\_ Telephone : \_\_\_\_\_

### 分行資料 Branch Information

擬開業日期

Scheduled Date of Opening : \_\_\_\_\_

地址 (中文)

Address : \_\_\_\_\_

(English)

類別 :

Type:

單獨使用營業處所  
Exclusive use of premises

共同使用營業處所\*  
Sharing of premises\*

電話號碼 :

Telephone No. : \_\_\_\_\_

傳真號碼

Fax No. : \_\_\_\_\_

電郵地址 :

Email Address : \_\_\_\_\_

業主 / 出租人 :

營業地點面積 :

平方呎

Landlord / Lessor : \_\_\_\_\_ Size of area: \_\_\_\_\_ sq. ft

營業處所內的其他會員(如有) :

Other members sharing the premises (if any) : \_\_\_\_\_

### 分行經理資料 Branch Manager Information

中文姓名

Name in Chinese : \_\_\_\_\_ 先生 / 女士

英文姓名

Name in English : Mr. / Ms. /Mrs. \_\_\_\_\_

[請先填寫姓氏 Surname First]

身份證號碼 / 護照號碼

I.D. Card No. / Passport No. : \_\_\_\_\_

住址

Home Address : \_\_\_\_\_

電話號碼 (住址)

流動電話

Telephone No. (Home) : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

旅遊業資歷 (請註明年份、

公司名稱及職位等)

Experience in Travel Business \_\_\_\_\_

(please specify the period, name

of company and position held) : \_\_\_\_\_

- \*註： 1. 必須附上營業處所的平面圖。該平面圖及處所內每家會員的營業地點，必須先獲得議會書面批准才可改動。  
2. 該營業處所內如有電腦或重要文件存放處，不得與其他會員共同使用。

- \*Note: 1. A copy of the floor plan of the premises must be submitted. The floor plan and the business location of each member within the premises must not be altered without prior written approval from the TIC.  
2. If there are computers or storage space for important documents within the premises, such computers or storage space must not be shared with the other members.



**分行全職職員名單 Branch Full-time Staff List**

姓名

Name :

\_\_\_\_\_

聯絡電話

Contact Tel. :

\_\_\_\_\_

聲明：

本公司確認已符合議會有關營業處所的規定，並且明白必須遵守議會訂明的會籍準則、香港法例、大廈公契及其他相關要求(例如建築及防火等)。如有任何違規或爭議，本公司須自行承擔由此引致的所有責任。

Declaration:

We confirm that we have fulfilled the requirements of premises prescribed by the TIC, and understand that we must comply with the Membership Criteria prescribed by the TIC, the laws of Hong Kong, the Deed of Mutual Covenant and other relevant requirements concerning, for example, buildings and fire safety. In case of any violations or disputes, we shall assume all the responsibilities arising therefrom.

負責人簽署及公司印章：

Signature & Company Stamp: \_\_\_\_\_

姓名：

Name: \_\_\_\_\_

職位：

Title: \_\_\_\_\_

申請日期：

Date: \_\_\_\_\_

## 收集個人資料 目的說明

### 收集目的

1. 這份表格所提供的個人資料，會作為香港旅遊業議會執行會務之用。

### 資料轉移對象類別

2. 你在這份表格所提供的資料，可能會因為上文第 1 段所述目的或在法例許可的情況下而向政府部門及/或有關機構披露。

### 查閱個人資料

3. 根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 第 6 原則的規定，你有權查閱及更正個人資料，你查閱資料的權利，包括有權索取你在這份表格所提供的個人資料的副本。

### 查詢

4. 如對這份表格所收集的個人資料有任何查詢，包括查閱及改正資料，請與本會會員部高級經理聯絡，地址：香港北角英皇道 250 號北角城中心 1706-1709 室。

## Collection of personal data Statement of purpose

### Purpose of Collection

1. The personal data provided by means of this form will be used by the Travel Industry Council of Hong Kong for the purpose of implementing the Council's affairs.

### Classes of Transferees

2. The personal data you provide by means of this form may be disclosed to Government departments and/or related organizations for the purpose mentioned in paragraph 1 above, or if it is required under the law.

### Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Senior Manager of the TIC Membership Department at Rooms 1706-1709, Fortress Tower, 250 King's Road, North Point, Hong Kong.