

Points to Note for Registration as Receiving Agents for Mainland Tours

1. Members intending to become receiving agents in Hong Kong for tours from mainland China (hereafter called “Hong Kong’s receiving agents”) must fulfil the following conditions and requirements:
 - (1) Hong Kong’s receiving agents must be members of the Travel Industry Council of Hong Kong (TIC) and must hold a valid Travel Agent’s Licence. They must also submit a letter of undertaking to the TIC, undertaking to abide by the laws of Hong Kong and all the rules of the TIC, and protect the legitimate rights and personal safety of the visitors.
 - (2) Hong Kong’s receiving agents must sign contracts with such mainland China’s travel agents as are approved by the Ministry of Culture and Tourism (MCT; formerly the China National Tourism Administration (CNTA)) to organise outbound tours to Hong Kong for Chinese citizens (hereafter called “mainland China’s tour operators”). The content of such contracts must make reference to Directive No. 227.
 - (3) Detailed itineraries, with prices clearly stated, must be prepared by Hong Kong’s receiving agents and mainland China’s tour operators.
 - (4) Shopping activities must be arranged by Hong Kong’s receiving agents in accordance with the contracts concerned. Tourist guides assigned by Hong Kong’s receiving agents must not arrange for or induce tour members to go to “unhealthy” venues.
 - (5) Hong Kong’s receiving agents must assign holders of a valid Tourist Guide Pass issued by the TIC to receive the tours.
2. Hong Kong’s receiving agents found to have violated the above requirements will be penalised by the TIC in accordance with relevant rules and regulations, and may be removed from the list concerned should any violations be considered severe.
3. The list of eligible Hong Kong’s receiving agents began to be submitted to the CNTA (currently the MCT) in December 2001. The TIC is now submitting the list to the MCT about **every two or three months**.
4. Members intending to become Hong Kong’s receiving agents should complete the attached letter of undertaking and the registration form, and send them together with the **itineraries** and **a copy of the contract signed with any one of mainland China’s tour operator**, to the TIC by fax or by post.

Registration Form for Becoming Receiving Agent of Mainland Tours

- Notes:
1. Please complete the form in block letters.
 2. Please return the form, together with a copy of the contract signed with any one of mainland China's tour operator, to the TIC for registration.
 3. Please submit the itinerary and specify the prices of reception services.
 4. Members may be required to submit a breakdown of the costs and any evidence for justification of the prices.

Company name / trade name: _____

Travel Agent's Licence no.: _____ Tel.: _____ Fax: _____

Address: _____

Authorised Person: _____ Position: _____

Name of the tour / travel product (please attach separate sheets if necessary):

1. _____

2. _____

3. _____

4. _____

5. _____

Signature of the authorised person
& company stamp

Date