



香港旅遊業議會
**TRAVEL INDUSTRY COUNCIL
OF HONG KONG**
Incorporated with limited liability

IMPORTANT

指 引

發出日期：一九九三年九月二日

檔案：BOD24/10/8/93

收據列明交易內容
第二十四號決議

根據本理事會一九九三年八月十日會議通過之決議，由即日起，會員必須在發給顧客之發票及收據上，清楚列明每一項交易之內容。所有發票 / 收據必須說明該交易是否屬旅行團、機票、酒店訂房或簽證等等，並須填寫以下資料：

- 1) 付款人姓名
- 2) 訂金、餘數、一次過付款的金額
- 3) 交易項目：
 - a) 機票 — 單程或來回、等級、航機名稱
 - b) 旅行團 — 目的地及逗留天數
 - c) 酒店訂房 — 酒店名稱、地點
 - d) 簽證 — 手續費
- 4) 出發日期

若發票 / 收據上只填寫如「旅遊安排」或「定單號碼：1234567」等字眼，作為代表旅行團或機票之交易，均屬違規，議會將根據會章第十一條(3)(b)作出以下處分：

- | | | |
|-------|-----------------------------------|---------|
| (i) | 第一次違規 | 最高罰款一萬元 |
| (ii) | 於第一次違規後二年內
被發現第二次違規 | 最高罰款五萬元 |
| (iii) | 於第一次違規後二年內
被發現第三次違規及其後違規 | 最高罰款十萬元 |

隨函附上收據樣本供各會員參考(附件一)。

此外，會員須切記所有發給顧客的旅行團收據，不論所收款項是訂金、餘數或一次過全數付款，又或旅行團是否確定成行，均需即時蓋上百分之零點五印花費。

請注意本指引中提及的「收據」是指任何證實已收取款項的文件，例如正式收據、臨時收據、收據影印本、發票、繳費單、便條、旅遊憑券等等。

同時，本會在此敬請會員留意《一九九三年旅行代理商(修訂)條例》，現夾附其中第三部份 A 段 32A(2)內容，以供參閱(附件二)。

承理事會命
香港旅遊業議會
執行總幹事蕭傲新謹啓

樣本
Specimen

附件一

TIC TRAVEL AGENCY

旅業議會旅行社

Licence No. 350000

No. 1234

OFFICIAL RECEIPT 收據

DATE 日期：2/9/93

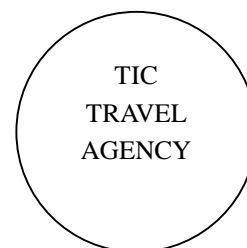
Received from 茲收到 Mr Chan Tai Man (1 pax)
the sum of Hong Kong Dollars 港幣 One Thousand Only HK\$1,000
being payment for 支付 4-day Korea Tour dep 10 Sep 93

Deposit 訂金 balance 餘數 full payment 全數

Total price 全費：HK\$3,000 balance due 尚欠：HK\$2,000

旅行團收據應蓋上印花方可獲得保障

All package tour receipts must be franked for your protection



TIC Travel Agency

樣本
Specimen

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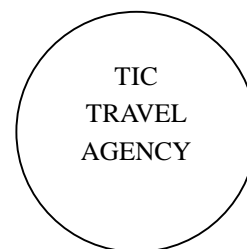
OFFICIAL RECEIPT 收據

DATE 日期：2/9/93

Received from 茲收到 Mr Lee Man Fai & Ms Lee Yuet Ming (2 pax)
the sum of Hong Kong Dollars 港幣 One Thousand Only HK\$1,000
being payment for 支付 2 Air Tickets HK – Seoul – HK Y Class, CX
Dep. date : 10/9/93 Return date : Open

Deposit 訂金 balance 餘數 full payment 全數

Total price 全費：4,000 x 2 = HK\$8,000 balance due 尚欠：HK\$7,000



TIC Travel Agency

** It is suggested that the receipt should clearly state the refund terms and conditions.

本會建議各會員在收據上清楚列明辦理退票的條款細則。

Travel Agents (Amendment) Ordinance 1993 Part IIIA 32A (2)

- (2) A service is an outbound travel service if –
- (a) it is provided or obtained by a travel agent for the public;
 - (b) it is comprised of any 2 or all of the following –
 - (i) carriage, by means of a conveyance, on a journey which is to commence in Hong Kong and which thereafter is to take place mainly outside Hong Kong;
 - (ii) accommodation at a place outside Hong Kong;
 - (iii) arrangements for an activity (not ancillary to a service referred to in subparagraph (i) or (ii) and which is to take place outside Hong Kong and which, where included in the package, constitutes a substantial part of it;
 - (c) it is a package which is available only at an inclusive price; and
 - (d) the services or arrangements constituting the package have been determined in advance of being made available to the public.