



香港旅遊業議會
**TRAVEL INDUSTRY COUNCIL
OF HONG KONG**

Incorporated with limited liability

DIRECTIVE

Issue Date: 2 September 1993

Ref: BOD24/10/8/93

***Re: Stating full particulars on receipts
Resolution No. 24***

The Board of Directors resolved at its meeting held on 10 August 1993 that with immediate effect, it is mandatory for all member agents to state on their invoices and receipts issued to clients the particulars of all money transactions. The invoices/receipts should stipulate, inter alia, clearly whether the transaction is a package tour, ticket, hotel accommodation or visa service etc, completed with the following itemized details:

- 1) Name of Payee
- 2) Amount indicating the deposit/balance/full payment
- 3) Product description:
 - a) Air passage – one way or return, class, the name of carrier, or
 - b) Tour package – destination and duration, or
 - c) Hotel bookings – name of hotel/location, or
 - d) Visa – handling/service charges
- 4) Departure date

Invoices/receipts issued with words like “for travel arrangement” or “Order No. 1234567” etc to represent a package tour or ticket transaction will be considered a violation and subject to the penalties as prescribed in the Article 11(3)(b) of the Memorandum and Articles of Association of TIC, which reads:

The Board may fine a Member up to:

- (i) HK\$10,000 on the first occasion,
- (ii) HK\$50,000 on the second occasion and,
- (iii) HK\$100,000 on the third and any subsequent occasion, during any two-year period.

Specimens of official receipt are attached for your easy reference (Appendix I).

As a reminder, any money transactions intended for any package tour bookings must always be franked with the 0.5% levy; whether the receipt is for deposit, balance or full payment, or whether the tour is confirmed or not.

Please note that the “**receipt**” herein refers to any document issued in acknowledgment of payments from clients, such as official receipt, temporary receipt, photocopy of receipt, invoice, debit note, memorandum, voucher etc.

We also take this opportunity to draw your attention to the enactment of the Travel Agents (Amendment) Ordinance 1993, a copy of Part IIIA 32A (2) is enclosed for your reference (Appendix II).

BY ORDER OF THE BOARD OF DIRECTORS
TRAVEL INDUSTRY COUNCIL OF HONG KONG

Peter Siu
Executive Director

IMPORTANT

樣本
Specimen

Appendix I

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

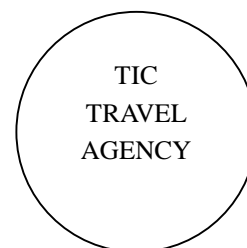
Received from 茲收到 Mr Chan Tai Man (1 pax)
the sum of Hong Kong Dollars 港幣 One Thousand Only HK\$1,000
being payment for 支付 4-day Korea Tour dep 10 Sep 93

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

TIC TRAVEL AGENCY

旅業議會旅行社

Licence No. 350000

No. 1234

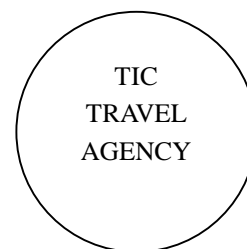
OFFICIAL RECEIPT 收據

DATE 日期：2/9/93

Received from 茲收到 Mr 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.