

Anti-epidemic Fund
Travel Agents and Practitioners Support Scheme
Form B2: Tour Confirmation Form

B2

**Applicable to Freelance Accredited Tourist Guides and Tour Escorts
 whose Main Occupations are Tourist Guides and Tour Escorts
All parts below must be completed and completed by a travel agent**

I, the authorised person of the travel agent as specified in this confirmation form (“the travel agent”), have read and agree to the declaration section in page 2, and hereby confirm that:
 (Please check (✓) the appropriate box below)

Name: _____

Tourist Guide Pass Number: _____

Tour Escort Pass Number: _____

provided the following tourist guide and/or tour escort service for the tour(s) organised by the travel agent during the period from 1 July 2018 to 31 December 2019:

2018	No. of Working Days			2019	No. of Working Days		
	Providing tourist guide service for Mainland inbound tours	Providing tourist guide service for non-Mainland inbound tours	Providing tour escort service for outbound tours		Providing tourist guide service for Mainland inbound tours	Providing tourist guide service for non-Mainland inbound tours	Providing tour escort service for outbound tours
July				January			
August				February			
September				March			
October				April			
November				May			
December				June			
				July			
				August			
				September			
				October			
				November			
				December			

Note: The Travel Industry Council of Hong Kong (“TIC”) reserves the right to request the travel agent and relevant tourist guide/tour escort to submit supplementary supporting document(s) and information; and check the relevant records in its database to ensure that the above information and the supplementary supporting document(s) and information is/are true and correct.

 Authorised Person’s Signature

 Travel Agent’s Stamp

Name of Signatory:

Name of Travel Agent:

Contact Phone Number:

Travel Agent Licence Number:

Date:

Declaration:

- (a) The travel agent holds a valid travel agent licence issued under the Travel Agents Ordinance (Cap. 218) when I make this confirmation.
- (b) I declare that the information provided in this confirmation form is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, or mislead the Government and TIC for the purpose of obtaining any subsidy under this Scheme, I may be liable to criminal prosecution.
- (c) I understand that the travel agent cannot use the applicant’s information for him/her being its employee to apply for the subsidy under the Employment Support Scheme or any other scheme of the Anti-epidemic Fund if I sign the confirmation form for the applicant to apply for a subsidy under this Scheme.
- (d) I have read the following “Personal Information Collection Statement” and fully understand its contents:

Personal Information Collection Statement

Purposes of Collection of Personal Data

- 1. The Government and its agents, and TIC and its agents, will use the information provided by me for the Scheme (including but not limited to my personal data) for one or more of the following purposes and any directly related purposes:
 - (a) to process applications and payment (if applicable) under the Scheme and, if required, to communicate with me for matters relating to the Scheme;
 - (b) to administer the Scheme, including but not limited to effecting payment;
 - (c) statistical purposes but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
 - (d) any other purposes as may be required, authorised or permitted by law.
- 2. The Government and its agents, and TIC and its agents, may require me, the relevant travel agent and/or the applicant to provide further document(s) and information to verify whether the document(s) and information provided by me is true and correct.
- 3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents, and TIC and its agents, may not be able to process the application.

Possible Transfer of Collected Data

- 4. The data provided by me may be disclosed to relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of the Scheme to obtain and verify the information for the purposes of paragraphs 1 and 2 above (including matching with the databases of the relevant bureaux and departments of the Government and relevant organisations for the purposes of application approval, assessment, review, monitoring and law enforcement).

Access to Personal Data

- 5. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

Enquiry

- 6. My requests or enquiries can be addressed by email (email address: TGTESS@tichk.org) or by post to TIC at Room 1706-09, Fortress Tower, 250 King’s Road, North Point, Hong Kong; or by email (email address: tapss@cedb.gov.hk) or by post to the Travel Agents Registry at Room 4901, 49/F, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

只供內部填寫 For internal use only	
Checked by:	Endorsed by:
Date:	Date: