



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

IMPORTANT

DIRECTIVE

Issue Date: 9 September 2020

Ref: BOD249/09092020/M/PW

**Rules for the sharing of premises
Resolution No. 249
(Directive category: Membership)**

According to Articles 4(2)(g) and 4(3)(g) of the TIC's Articles of Association, each member shall conduct business within separate and independent commercial premises, which shall not be an "office within an office".

In order for the requirements for premises to better suit today's business environment and needs, the Board of Directors resolved at its meeting held on 8 September 2020 to adopt the Membership Committee's proposal to allow the sharing of premises by members under specified conditions, with details as follows:

- 1. A member who meets the following conditions may apply to the TIC for conducting its travel-related and tourism business within the same premises with more than one member (including its parent / affiliate / holding company which shall also be a member):**
 - (1) such premises shall be separate and independent commercial premises / buildings which are easily identified as being used solely for travel-related and tourism business;**
 - (2) the number of members which occupy such premises shall not exceed eight and each of them shall have an area not smaller than 30 square feet for its exclusive use as its business location;**
 - (3) each of the members within such premises shall occupy an area which is well-defined and firmly partitioned off as its business location and shall be identifiable by its own code different from codes used by the other members;**
 - (4) each of the members within such premises shall submit a tenancy agreement or a written agreement or other relevant documents to prove its right to use its business location, enclosed with the floor plan of such premises, on which the company name(s) or trade name(s) of each member and the location of its partitioned area shall be clearly designated;**



- (5) **the company name(s) or trade name(s) of each of the members shall be clearly displayed at the entrance or a prominent place near the entrance to such premises and at its business location within such premises for easy identification by the public;**
 - (6) **each of the members within such premises shall register with the TIC at least one telephone number and email address solely used by itself; and**
 - (7) **if any of the members has computers or storage space for important documents within such premises, such computers or storage space shall not be shared with the other members.**
- 2. The floor plan of such premises and the business location of each of the members within such premises as mentioned in Point 1(4) shall not be altered without prior written approval from the TIC.**

This Directive takes immediate effect. Violation of this Directive will be subject to penalties laid down in Article 11 of the TIC's Articles of Association.

Members which intend to change their business address shall make a written application to the TIC at least one week before the new business address takes effect. For details, please refer to Directive No. 175: "Members' application for change of business address".

For latest information on rules of the TIC, please visit the TIC website (www.tichk.org → "Codes and Regulations").

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

A handwritten signature in black ink, appearing to be 'Alice Chan', written over a faint, light-colored signature line.

Alice Chan (Mrs)
Executive Director