

## Change of Address

### A. Application Procedure

1. Members must apply to the TIC for any change to the address of both head office and branch office(s) **at least one week before the new address takes effect**. The following should be submitted:
  - the “Application Form for Approval of Use of Premises” duly completed with company stamp (as enclosed);
  - a copy of the new Stamped Tenancy Agreement or Purchase and Sale Agreement or relevant written agreement;
  - a copy of the Business Registration Certificate showing the new address. If it is unavailable, a copy of the Notification of Change of Address lodged with the Inland Revenue Department should be submitted first; and
  - a fee of HK\$200 for change of address.
2. Members must submit to the TIC **photos and the floor plan** of the new premises which clearly show the following:
  - their company name displayed in the directory at the lobby of the building and/or on the floor in which the premises located;
  - their company name displayed at the entrance or a prominent place near the entrance to the premises;
  - the inside environment of the premises; and
  - the location of their company designated on the floor plan of the premises.

### B. Office Requirements

1. Members must conduct their business within separate and independent commercial premises/buildings or share with other members in compliance with the rules, which are used solely for the travel-related and tourism business. (Please refer to the “Guidelines on TIC Membership Criteria”)
2. Members must employ at each premises at least a manager who has a minimum of two continuous years’ relevant practical experience within the recent 5 years and another full-time staff member.



## 申請批准使用營業處所表格

### Application Form for Approval of Use of Premises

新入會會員地址  
Address of New Member

更改總行地址  
Change of Head Office Address

更改分行地址  
Change of Branch Address

公司名稱： Company Name:	_____
營業名稱 (如與上不同)： Trade Name (if different from above):	_____
旅行代理牌照號碼： Travel Agent Licence No.:	_____
現時地址 (如適用)： Existing Address (if applicable):	_____
聯絡人姓名： Contact Person:	_____
聯絡電話： Telephone:	_____

### 地址資料 Information of Address

生效日期(營業日期)： Effective Date (Operation Date):	_____
中文地址： Chinese Address:	_____
英文地址： English Address:	_____
類別： Type:	<input type="checkbox"/> 單獨使用營業處所 Exclusive use of premises <input type="checkbox"/> 共同使用營業處所* Sharing of premises*
電話號碼： Telephone No.:	_____
傳真號碼： Fax No.:	_____
電郵地址： Email Address:	_____
網址： Website:	_____
業主 / 出租人： Landlord / Lessor:	_____
營業地點面積： Size of area:	_____ 平方呎 sq. ft
營業處所內的其他會員(如有)： Other members sharing the premises (if any):	_____

\*註： 1. 必須附上顯示處所內每家會員營業地點的平面圖。平面圖及營業地點如需改動，必須先獲得議會書面批准。  
2. 該營業處所內如有電腦或重要文件存放處，不得與其他會員共同使用。

\*Note: 1. A copy of the floor plan showing the business location of each member within the premises must be submitted. If the floor plan and any business location need to be altered, prior written approval from the TIC is required.  
2. If there are computers or storage space for important documents within the premises, such computers or storage space must not be shared with the other members.



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

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聲明： 本公司確認已符合議會有關營業處所的規定，並且明白必須遵守議會訂明的會籍準則、香港法例、大廈公契及其他相關要求(例如建築及防火等)。如有任何違規或爭議，本公司須自行承擔由此引致的所有責任。

Declaration: We confirm that we have fulfilled the requirements of premises prescribed by the TIC, and understand that we must comply with the Membership Criteria prescribed by the TIC, the laws of Hong Kong, the Deed of Mutual Covenant and other relevant requirements concerning, for example, buildings and fire safety. In case of any violations or disputes, we shall assume all the responsibilities arising therefrom.

負責人簽署及公司印章：

Signature & Company Stamp: \_\_\_\_\_

姓名：

Name: \_\_\_\_\_

職位：

Title: \_\_\_\_\_

申請日期：

Date: \_\_\_\_\_