



Exemption from assigning Tourist Guide Pass holders to provide “point-to-point” transfer services

1. Exemption

Members may apply for exemption from assigning Tourist Guide Pass holders to provide transfer services if such services satisfy the following three conditions:

- (1) they are provided for tour groups which come to Hong Kong for large-scale conventions or exhibitions, rather than for ordinary sightseeing;
- (2) they are provided for such a tour group with at least 30 people; and
- (3) they are confined to “point-to-point” transfers, e.g. from land/sea/air control points to hotels/venues of conventions or exhibitions.

2. Verification

- (1) Members shall apply to the TIC Executive Office for exemption at least three days before such services are provided.
- (2) Members shall submit the following documents to prove that the conditions for exemption are met:
 - (a) copies of the contract/confirmation of reception services signed with the overseas/mainland travel agent; and
 - (b) details of the transfer services to be provided.
- (3) All applications are processed individually. Members may be requested to submit the originals of the relevant documents for verification should there be a need. The overseas/mainland travel agent may be contacted for verification of the information provided by the members.
- (4) After verifying the documents, the TIC Executive Office will notify the members in writing of its decision of whether exemption is granted or not.
- (5) Members will be disqualified from applying for exemption should they provide false information or submit fake documents. Such cases will be referred to the Compliance Committee and law-enforcement agencies for action.

3. Appeal

Members may appeal to the Appeal Board in accordance with established procedures if their application is rejected.

豁免委派持證導遊接送旅客之申請表格
Application form for exemption from assigning
Tourist Guide Pass holders to provide transfer services

旅行社名稱 Name of travel agent : _____

旅行社牌照號碼 Licence no. of travel agent : _____

旅行社聯絡人 Contact person of travel agent : _____

旅行社聯絡電話 Tel. of travel agent : _____ 傳真號碼 Fax no. : _____

會議/展覽名稱 Name of convention/exhibition : _____

會議/展覽地點 Venue of convention/exhibition : _____ 日期 Date : _____

接待團隊人數 (不能少於三十人，並須提供客人名單)

No. of tour members : _____ (At least 30 people, with names provided)

隨團工作人員姓名 Name of staff accompanying the tour : _____

入境日期 日/月/年 離境日期 日/月/年
Date of arrival : _____ D/M/Y Date of departure : _____ D/M/Y

「點到點」接送行程資料 Itinerary for “point-to-point” transfers
(例如: X 月 X 日由機場往香港會議展覽中心。For example, from the airport to the Hong Kong Convention and Exhibition Centre on a certain date.)

日期 Date	由 From	往 To

聲明 Declaration

本人證明以上所填寫的資料正確無誤。如有提供失實或不正確之資料，本人同意旅遊業議會取消申請。

I hereby declare that the information provided in this form is true and correct. If such information is inaccurate or untrue, I agree that the TIC may disqualify me.

簽名(須由已向議會登記的公司負責人簽署)及公司蓋章

Signature (by authorised person registered with the TIC) and company stamp

負責人姓名 Name of authorised person : _____

日期 Date : _____

(如有需要，旅遊業議會有權要求旅行社提供相關資料，以便核實申請。)

The TIC may require the travel agent to provide relevant information for verification if there is a need.)

2007 年 4 月 20 日