

## **Conducting Business at Exhibitions etc**

An Ordinary member who intends to conduct inbound or outbound travel business at an exhibition, a road show, or a seminar etc has to obtain for the relevant location a branch office licence. In order to obtain the licence, the member has to meet all the criteria laid down in the TIC's Articles of Association for opening a branch office, which include:

1. a paid-up capital of not less than HK\$250,000 for each branch office in addition to its paid-up capital of HK\$500,000 for its head office;
2. it employs at each premises at least a manager who has a minimum of two consecutive years' relevant practical experience within the recent 5 years and another full-time staff member;
3. it conducts its business within separate and independent commercial premises/buildings which are used solely for the travel-related and tourism business,

and pay a membership subscription of HK\$600.

The Board **may waive** the following membership criteria provided that the duration of such activities is not more than 14 days:

1. a paid-up capital of not less than HK\$250,000 for each branch office in addition to its paid-up capital of HK\$500,000 for its head office; and
2. it employs at each premises at least a manager who has a minimum of two consecutive years' relevant practical experience within the recent 5 years and another full-time staff member.

### **Procedures and Guidelines**

1. An Ordinary Member who wishes to conduct business at such activities as exhibitions, road shows or seminars for a period of not more than 14 days must submit the following to the TIC at least 14 days in advance of the activity:
  - an application form duly completed with company chop;
  - a copy of the rental agreement and the floor plan for the area rented;
  - a copy of Branch Registration Certificate for the relevant location issued by the Inland Revenue Department. If it is not available, a copy of the application form for opening a branch lodged with the Inland Revenue Department should be submitted;
  - a fee of HK\$600.

2. The member must assign at least one of its permanent full-time staff to station at the site of the activity and take charge of all matters relating to the activity.
3. As in the case of all other membership applications, approval will be granted by the Executive Office on behalf of the Board within three working days provided that all the documents received are in order and the Executive Office is satisfied that the activity concerned is a genuine promotional activity and the relevant location will not become a branch office of the member on a permanent basis.
4. Each application will be considered on its own merits. Factors for consideration include, but are not limited to, the nature, organiser, duration and regularity of the event.
5. As in the case of all other membership applications, should there be any doubts in relation to the application, the case will be submitted to the Membership Committee for consideration.
6. If it is decided that a waiver will not be granted, the normal requirements and procedures for opening a branch office will have to be followed (see “Opening a New Branch”). The Executive Office will notify the member to submit the documents required for opening a branch office in order for the member to proceed with its application.



**申請在展覽、路演或講座等活動中營業**

**APPLICATION FOR CONDUCTING BUSINESS AT SUCH ACTIVITIES AS EXHIBITIONS, ROAD SHOWS OR SEMINARS**

公司名稱

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

營業名稱(如與上不同)

Trade Name (if different from above) : \_\_\_\_\_

旅行社牌照號碼

公司實收資本額

Licence No. : \_\_\_\_\_

Paid-Up Capital : \_\_\_\_\_

聯絡人姓名

聯絡電話

Contact Person : \_\_\_\_\_ Telephone : \_\_\_\_\_

**活動詳情 Details of the Activity**

日期 由

至

Date : from : \_\_\_\_\_ to : \_\_\_\_\_

地址

: (中文)

Address

: (English)

電話號碼

圖文傳真

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

主辦機構名稱

Name of Organizer : \_\_\_\_\_

活動名稱

Name of Activity : \_\_\_\_\_

**有關活動的全職職員名單 Full-time Staff List for the Activity**

姓名 Name	職位 Position	聯絡電話 Contact Telephone

負責人簽署及公司印章

Signature & Company Chop : \_\_\_\_\_

姓名

申請日期

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

\* 請將填妥之申請表連同所需文件，交回議會辦事處。(副本恕不接受)

*Please submit the completed form and the required documents to the TIC Executive Office. (Photocopy is not accepted)*