



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

申請入會表格

APPLICATION FORM FOR MEMBERSHIP

申請人須填妥本申請表格，並連同其他有關表格及文件一起遞交。(詳情請參閱夾附之“申請會籍須知”)
This Application Form should be completed and submitted together with the required documents.
(For details, please refer to “Information on Membership Application” as enclosed)

申請 APPLICATION FOR 基本會員 ORDINARY MEMBERSHIP
 普通會員 AFFILIATE MEMBERSHIP

公司名稱
Company Name

英文 In English: _____ 請用正楷填寫 (IN BLOCK)
中文 In Chinese: _____

營業名稱 (如與上不同)
Trade Name
(if different from above)

英文 In English: _____
中文 In Chinese: _____

本會專用 FOR OFFICIAL USE								
MEMBERSHIP CATEGORY	Ordinary / Affiliate			CHECKED BY				
EFFECTIVE DATE								
MEMBERSHIP NO.				TRAVEL AGENTS LICENCE NO.				
LICENCE EXPIRY DATE								
NO. OF BRANCHES								
FEES PAID (HK\$)	Date	Cheque No	Amount	Receipt No.	Date	Cheque No.	Amount	Receipt No.

A. Business Registration Certificate No. _____

地址 (英文)

B. Address (English) _____

(中文)

(Chinese) _____

電話

Tel: _____

傳真

Fax: _____

電子郵件

E-mail: _____

網址

Website: _____

接收議會通告的電郵 (可填寫最多三個電郵)

(1)

E-mail for receiving TIC circulars (max. of 3 emails):

(2)

(3)

業務範圍

(請在適當方格上填上“✓”號)

C. 1. Nature of Business (Please “✓” the appropriate box(es) only)出外旅遊 Outbound Travel

- 旅行團 - 零售 Package Tour (Retail) 旅行團 - 批發 / 組團社 Package Tour (Wholesale / Tour Operator)
- 票務 - 零售 Ticketing (Retail) 票務 - 批發 Ticketing (Wholesale)
- 機票加酒店套餐 Air-plus-hotel Packages 商務旅遊 Corporate / Business Travel
- 會議、展覽及獎勵旅遊 MICE (Meetings, Incentives, Conventions and Exhibitions)
- 郵輪假期 Cruise Package 代訂酒店 Hotel Reservation

來港旅遊 Inbound Travel

- 長線 (例如: 美洲 / 歐洲 / 非洲 / 澳紐) Longhaul (e.g.: America / Europe / Africa / Australia and New Zealand) 日本 / 韓國 / 東南亞 / 印度 Japan / Korea / Southeast Asia / India
- 中國內地 / 台灣 Mainland China / Taiwan
- 會議、展覽及獎勵旅遊 MICE (Meetings, Incentives, Conventions and Exhibitions)
- 郵輪假期 Cruise Package 代訂酒店 Hotel Reservation

本地遊 Local Travel

- 本地遊旅行團 / 為本地人預訂本地酒店 / 租車 Local Tour / Hotel Booking for Locals / Car Hire

其他, 請列明之

Others (Please specify) _____經營路線 Operating Routes

- 中國內地 Mainland China 北美洲 North America
- 台灣 Taiwan 南美洲 South America
- 日本 Japan 歐洲 Europe
- 韓國 Korea 澳紐 Australia and New Zealand
- 東南亞 Southeast Asia 非洲 Africa
- 印度 India 其他, 請列明 Others (Please specify) _____

服務銷售模式 Service Model

- 提供網上預訂服務 Providing Online Booking Services
- 提供門市服務 Providing services at physical location

寫字樓是否專營與旅遊有關及旅遊業的業務?

2. Is your office solely for the use of travel-related & tourism business? 是 Yes 否 No

如答「否」, 請列明之

If No, please specify _____**3. 僱員人數 No. of staff employed in office** _____

申請入會之公司是否被另一機構所擁有?

D. 1. Is your company owned by a holding company / another organisation? 是 Yes 否 No

如答「是」, 請列明所隸屬公司之名稱

If Yes, state the name of your holding company / organization _____

貴公司轄下是否有附屬公司? 如有, 請列詳情

2. Does your company have any subsidiaries / shares in other companies? If Yes, please give details: _____

E.

此項由有限公司填寫	To be completed by a Corporation
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何時註冊為有限公司

何地註冊為有限公司

1. Date of Incorporation _____**2. Place of Incorporation** _____

股份持有人

3. Shareholders

英文姓名 (先填寫姓氏) Name in English (Surname first)	中文姓名 Name in Chinese	性別 Sex	流動電話 Mobile Phone	*香港身份證/護照號碼 *HK ID Card / Passport No. (英文字母+首 4 個數字 / Prefix & first 4 digits)	持有股份數目 No. of Shares held

如有需要，請另頁書寫 **List on separate sheet if necessary**

公司董事

4. Directors

英文姓名 (先填寫姓氏) Name in English (Surname first)	中文姓名 Name in Chinese	性別 Sex	流動電話 Mobile Phone	*香港身份證/護照號碼 *HK ID Card / Passport No. (英文字母+首 4 個數字 / Prefix & first 4 digits)	職位 Title

如有需要，請另頁書寫 **List on separate sheet if necessary**

(*股東/董事如為公司，請填寫該公司的商業登記證號碼 In case of a company, please fill in the business registration no.)

F.

此項由非有限公司填寫	To be completed by Sole Proprietorship or Partnership
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東主或合夥人

1. Proprietor / Partners

英文姓名 (先填寫姓氏) Name in English (Surname first)	中文姓名 Name in Chinese	性別 Sex	流動電話 Mobile Phone	*香港身份證/護照號碼 *HK ID Card / Passport No. (英文字母+首 4 個數字 / Prefix & first4 digits)	股權 Percentage of ownership

(*合夥人如為公司，請填寫該公司的商業登記證號碼 In case of a company, please fill in the business registration no.)

G. 公司負責人 Authorised Person

姓名 (英文) 先生/女士 (中文)
Name (English) Mr / Ms / Mrs (Chinese)
 (先填寫姓氏 Surname first)
 流動電話 香港身份證 / 護照號碼 (英文字母+首 4 個數字)
Mobile Phone **HKID Card / Passport No. (Prefix & first 4 digits)**
 電子郵件 職位
E-mail **Title**

H. 經理 Manager

姓名 (英文) 先生/女士 (中文)
Name (English) Mr / Ms / Mrs (Chinese)
 (先填寫姓氏 Surname first)
 流動電話 香港身份證 / 護照號碼 (英文字母+首 4 個數字)
Mobile Phone **HKID Card / Passport No. (Prefix & first 4 digits)**
 電子郵件 職位
E-mail **Title**
 旅遊業資歷 (請註明年份、公司名稱及職位等)
Experience in Travel Business
 (please specify the period, name of company and position held)

I. 貴公司是否下列旅遊業組織成員?

Is your company a member of the following organisations in the travel and tourist industry?

	會員類別 Type of membership	入會日期 Date joined		會員類別 Type of membership	入會日期 Date joined
香港旅行社協會	HATA		香港中國旅遊協會	HACTO	
香港華商旅遊協會	FHCTA		香港外遊旅行團		
國際華商觀光協會	ICTA		代理商協會	OTOA	
國際航空協會			香港日本人旅客		
審訂旅行社商會	SIPA		手配業社協會	HJTOA	
港台旅行社同業商會	TTOA		國際航空運輸協會	IATA	

重要：以上所填報資料如有任何更改，請通知本會辦事處。

Important: Members must notify this Council of any changes to the information on this form.

J. 聲明

本人聲明申請表上所填各項在填表日期時確信均是真實無誤。本人明白如被發現所填有虛報事實者，將有可能即時被解除會籍，及對香港旅遊業議會承擔所導致之責任及後果。

本人經由公司董事會/擁有人通過委任為負責人 (附公司委任決議)，謹代表本公司同意遵守貴會之會章、會員資格標準及貴會所頒行之其他規定，並將本公司的聯絡方法、經營範圍、旅行社牌照號碼、會籍類別及屬會等資料，刊登於議會網頁內。

Declaration

I declare that to the best of my knowledge and belief all the statements contained in this application are factual and correct at the date that this application is made. I understand that the consequences of making a false statement in this application will lead to the immediate termination of membership, and other liabilities as determined by the Travel Industry Council of Hong Kong (TIC).

I, as authorised by the Board of Directors / Owners of the company (per resolution of the company enclosed), further undertake on behalf of the company to abide by the Articles of Association, the Membership Criteria and other Rules promulgated from time to time by TIC, and agree that our business contact, nature of business, travel agents licence number, membership type and association membership be published on the TIC's website.

公司負責人簽名及
公司印鑑 **Signature of Authorised Person and Company Chop**

公司負責人姓名

Name of Authorised Person

職位 **Title**

日期 **Date**

K. 屬會印鑑**Endorsement by Association Member**

本會證明申請者完全符合本商會會員入會資格，並被接納為本會的會員。

We hereby certify that the applicant has fully complied with the membership criteria of our Association, and has been granted membership of the Association.

Signature & Chop of Association

日期 **Date:**

簽名人姓名 **Name of Signatory:**

**本會專用
OFFICIAL USE ONLY**

理事會授權批核

Approved on behalf of the Board of TIC

簽名

Signature

日期

Date

收集個人資料 目的說明

收集目的

1. 這份表格所提供的個人資料，會作為香港旅遊業議會執行會務之用。

資料轉移對象類別

2. 你在這份表格所提供的資料，可能會因為上文第 1 段所述目的或在法例許可的情況下而向政府部門及/或有關機構披露。

查閱個人資料

3. 根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 第 6 原則的規定，你有權查閱及更正個人資料，你查閱資料的權利，包括有權索取你在這份表格所提供的個人資料的副本。

查詢

4. 如對這份表格所收集的個人資料有任何查詢，包括查閱及改正資料，請與本會會員部高級經理聯絡，地址：香港北角英皇道 250 號北角城中心 1706-1709 室。

Collection of personal data Statement of purpose

Purpose of Collection

1. The personal data provided by means of this form will be used by the Travel Industry Council of Hong Kong for the purpose of implementing the Council's affairs.

Classes of Transferees

2. The personal data you provide by means of this form may be disclosed to Government departments and/or related organizations for the purpose mentioned in paragraph 1 above, or if it is required under the law.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Senior Manager of the TIC Membership Department at Rooms 1706-1709, Fortress Tower, 250 King's Road, North Point, Hong Kong.

INFORMATION ON MEMBERSHIP APPLICATION

A. Membership Criteria

There are two kinds of TIC member agent. The principal criteria for the two kinds of membership are:

ORDINARY MEMBER

1. it is a limited company incorporated or registered in Hong Kong;
2. its only business is travel-related and tourism;
3. it is a member of one of the Association Members **【Note 1】** ;
4. it has a minimum paid-up capital of HK\$500,000.- plus HK\$250,000.- for each additional branch office;
5. its controllers, directors, principal shareholders, secretary or officers or any person employed or concerned in the management of its travel-related and tourism business and each of them are respectable and honest businessmen and are otherwise Fit and Proper Persons.

AFFILIATE MEMBER

1. he is a sole proprietorship or partnership;
2. he is a member of one of the Association Members **【Note 1】** ;
3. he and his partners or any person employed or concerned in the management of his travel-related and tourism business and each of them are respectable and honest businessmen and are otherwise Fit and Proper Persons;
4. he shall **not**
 1. have any branch office; and
 2. organise or operate a tour (*he may sell outbound package tours, book air tickets, etc*).

B. Fees

1. Entrance Fee

Ordinary member: HK\$3,000.-

Affiliate member: HK\$1,800.-

(Cheque to be made payable to “**Travel Industry Council of Hong Kong**”)

2. Annual Subscription

Ordinary member: HK\$1,000.-&

HK\$100.- per branch

Affiliate member: HK\$600.-

* Applicants who are admitted as members between 1st January and 30th June shall pay the half-yearly rate of HK\$500.- (for Ordinary Member) and HK\$300.- (for Affiliate Member) in the first year.

(Cheque to be made payable to “**Travel Industry Council of Hong Kong**”)

C. Application Documents

Please submit the following when applying for TIC membership:

1. [**Application Form for Membership**] duly completed and endorsed by the Association Member
2. Business Registration Certificate (copy)
3. Certificate of Incorporation (copy) – for Limited Company only
4. Articles of Association (copy) – for Limited Company only
5. Return of Allotments [**FORM NSC1**] or Annual Return [**FORM NAR1**] submitted to the Companies Registry (copy) and/or Letter issued by the Auditor/Solicitor to certify the paid-up capital and shareholding structure of the company – for Limited Company only
6. Incorporation Form [**FORM NNC1**] and/or Notification of Change of Director [**FORM ND2A**] reporting the latest information of directors of the company (copy) - for Limited Company only
7. Business Registration Certificate Application Form [**FORM 1(a)** or **FORM 1(c)**] (copy) – for Sole Proprietorship/Partnership
8. Declaration made by the company and each shareholder/director/authorised person/manager (i.e. completion of enclosed **FORM D (i)** and **FORM D (ii)**)
9. Document appointing the authorised person who must be the Chief Executive or Executive Director of the company:
 - a. Board Resolution/enclosed **FORM C** – for Limited Company;
 - b. Authorisation Letter/enclosed **FORM C (i)** – for Sole Proprietorship/Partnership
10. Travel Agent Licence and Business Permit (if applicable) issued by the Travel Industry Authority (copy)

** Note: Apart from the documents mentioned above, the TIC may request the applicant to provide other supplementary information or documents. Application will not be accepted if documents are not submitted in full.*

For full details of membership, please refer to Articles 13 and 14 of the Articles of Association of TIC.

【Note 1】

屬 會

Association Members of TIC

屬會名稱 <u>Name of Association</u>	地址 <u>Address</u>	電話/ 傳真/ 網址/ 電郵 <u>Tel/ Fax/ Website / Email</u>
Hong Kong Association of Travel Agents (HATA) 香港旅行社協會	Rm 502 5/F Cheong Hing Bldg 72 Nathan Road TST Kowloon 九龍尖沙咀彌敦道72號 昌興大廈5樓502室	Tel : 2869 8624 Fax : 2525 0986 http://www.hata.org.hk Email: manager@hata.org.hk
The Federation of Hong Kong Chinese Travel Agents (FHCTA) 香港華商旅遊協會	1201 Tai Shing Comm. Bldg 498-500 Nathan Road Kowloon 九龍彌敦道498-500號 泰盛商業大廈1201室	Tel : 2789 9083 Fax : 2789 2476 http://www.fhcta.org Email: fhcta@netvigator.com
International Chinese Tourist Association (ICTA) 國際華商觀光協會	Rm 215 2/F Wing On Plaza 62 Mody Road TST Kowloon 九龍尖沙咀麼地道 62 號 永安廣場2樓215室	Tel : 2301 2293 Fax : 3909 1568 http://www.icta.org.hk Email: icta@biznetvigator.com
Society of IATA Passenger Agents (SIPA) 國際航空協會審訂旅行社商會	Rm 1101 11/F Tung Wai Comm. Bldg 109-111 Gloucester Road Wan Chai Hong Kong 香港灣仔告士打道109-111號 東惠商業大廈 11 樓 1101 室	Tel : 2869 8601 Fax : 3914 7008 http://www.sipa.org.hk Email: info@sipa.org.hk
Hongkong Taiwan Tourist Operators Association (TTOA) 港台旅行社同業商會	Rm B-C 20/F 88 Comm. Bldg 28-34 Wing Lok Street Sheung Wan Hong Kong 香港上環永樂街28-34號 東成商業大廈20樓B-C室	Tel : 2541 2033 Fax : 2541 2668 http://www.ttoa.hk Email: info@ttoa.hk
Hong Kong Association of China Travel Organisers (HACTO) 香港中國旅遊協會	4/F China Travel Building 77 Queen's Road Central HK 香港皇后大道中77號 中旅大廈4樓	Tel : 2815 8162 Fax : 2541 2156 http://www.hacto.com.hk Email: hacto@ctg.cn
Hong Kong Outbound Tour Operators' Association (OTOA) 香港外遊旅行團代理商協會	Rm 606A 6/F Tower 1 Harbour Centre 1 Hok Cheung St. Hung Hom Kowloon 九龍紅磡鶴翔街1號 維港中心1座6樓606A 室	Tel : 2388 0167 Fax : 2388 0457 http://www.otoa.org.hk Email: info@otoa.org.hk
Hongkong Japanese Tour Operators Association (HJTOA) 香港日本人旅客手配業社協會	Unit 708 7/F Tower A, New Mandarin Plaza 14 Science Museum Road Tsimshatsui Kowloon 九龍尖沙咀科學館道14號 新文華中心A座7樓708室	Tel : 2312 2888 Fax : 2312 2797 http://www.hjtoa.com Email: secretariat@hjtoa.com

董事局議決書
BOARD RESOLUTION

(由有限公司填寫)

(To be completed by Limited Company)

公司名稱

Name of Company: _____

營業名稱

Trade Name (if any): _____

董事局會議紀錄：

Minutes of the Board meeting of the company held at

會議地點 Place: _____

時間 Time: _____

日期 Date: _____

出席者 Present: (主席)

(Chairman) _____

董事局一致通過以下議決案：

The following resolution was unanimously passed:

“茲委任以下人士為本公司負責人，其擁有本公司最高的執行權力，全權負責公司所有事務。

THAT the person below is hereby appointed as the authorised person of the company with immediate effect. The appointee is having the most senior executive authority in the company and is responsible for all the company's affair.

中文姓名

Name in Chinese: _____

英文姓名

Name in English: _____

香港身份證 / 護照號碼

HK ID Card No. / Passport No.: _____

電話

公司

手提

Telephone No: _____

Company _____

Mobile _____

電郵

Email Address: _____

公司職位

Title in the company: _____

公司負責人之簽署樣本為

The specimen signature for the appointee is _____.”

主席簽署及公司印鑑

Signed by the Chairman

with the Company Chop

委任書
AUTHORISATION LETTER

(由東主 / 合夥人填寫)
(To be completed by Sole Proprietor / Partners)

公司名稱

Name of Company: _____

營業名稱

Trade Name (if any): _____

本公司同意

I / We agree:

“委任以下人士為本公司負責人，全權負責公司所有事務。

THAT the person below is hereby appointed as the authorised person of the company with immediate effect. The appointee will be responsible for all the company's affairs.

中文姓名

Name in Chinese: _____

英文姓名

Name in English: _____

香港身份證 / 護照號碼

HK ID Card No. / Passport No.: _____

電話

Telephone No:

公司

Company _____

手提

Mobile _____

電郵

Email Address: _____

公司職位

Title in the company: _____

公司負責人之簽署樣本為

The specimen signature for the appointee is _____.”

東主 / 全體合夥人簽署及公司印鑑

Signed by sole proprietor / all partners

with the Company Chop

東主 / 合夥人姓名

Name of sole proprietor / partners :

日期

Date: _____

申 報 書

DECLARATION

(只供有限公司使用 Applicable to Limited Company only)

本表格須由公司授權之負責人填寫
To be completed by the authorised person of the company

1. (a) 公司曾否在香港或其他地方被定罪？
Has the company been convicted, whether in Hong Kong or elsewhere, of an offence?

有
Yes

無
No

- (b) 如在(a)題答「有」，請詳述下列各項：
If the answer to (a) is 'Yes', please give the following details:

英文(English)

被告全名

Full name of defendant

中文(Chinese)

所犯罪行

The Offence

曾施加的刑罰（如有的話）

Penalty (if any) imposed

定罪日期及地點

Date and Place of conviction

2. 公司是否有任何判定債項、司法判決或法院命令規定須由公司支付賠償或其他款項尚未清償？

Are there any unsatisfied judgement debts, or judgements or court orders for the payment of damages or sum of money, outstanding against the company?

有
Yes

無
No

表格丁(i)
FORM D (i)

3. 公司曾否在香港或其他地方成爲債務償還安排的一方，或與其債權人訂立任何形式的債務重整協議？

Has the company ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with his creditors?

有
Yes

無
No

4. 曾否有任何呈請書申請將公司清盤？

Has a petition ever been presented for winding up the company?

有
Yes

無
No

本人聲明：盡本人所知所信，本人在本申報書提供的所有資料，均屬真實正確。

I declare that all information given by me in this form is true and correct to the best of my knowledge and belief.

公司印章及簽署

Signature & Company Chop: _____

簽署人姓名

Name of Signatory: _____

職位

Capacity: _____

日期

Date: _____

* 如有需要，請影印本表以供使用。

Please make photocopy(ies) for additional use.

申 報 書
DECLARATION

本表格須由每位公司股東 / 董事 / 合夥人 / 負責人 / 經理填寫
To be completed by each Shareholder / Director / Partner /
Authorised person / Manager of the company

* If the Shareholder / Director is a limited company, please complete Form D(i).
若股東 / 董事為有限公司，請填寫表格丁(i)。

1. (a) 閣下曾否在香港或其他地方被定罪^(註)？
Have you ever been convicted, whether in Hong Kong or elsewhere, of an offence^(Note)?

有 無
Yes No

- (b) 如在(a)題答「有」，請詳述下列各項：
If the answer to (a) is 'Yes', please give the following details:

英文(English)

被告全名
Full name of defendant

中文(Chinese)

香港身份證號碼
H.K.I.D. Card No.

所犯罪行
The Offence

曾施加的刑罰（如有的話）
Penalty (if any) imposed

定罪日期及地點
Date and Place of conviction

表格丁(ii)
FORM D (ii)

2. 閣下曾否在香港或其他地方被宣布為破產人？

Have you ever, in Hong Kong or elsewhere, been declared a bankrupt?

有
Yes

無
No

3. 曾否有破產呈請書在香港或其他地方送達閣下，而結果閣下並未因此被宣布破產？

Have you ever, in Hong Kong or elsewhere, been served with a bankruptcy petition which did not result in your being declared bankrupt?

有
Yes

無
No

4. 閣下曾否有在香港或其他地方成為債務償還安排的一方，或與債權人訂立任何形式的債務重整協議？

Have you ever, in Hong Kong or elsewhere, been a party to a scheme of arrangement or entered into any form of composition with your creditors?

有
Yes

無
No

本人聲明：盡本人所知所信，本人在本申報書提供的所有資料，均屬真實正確。

I declare that all information given by me in this form is true and correct to the best of my knowledge and belief.

簽署

Signature: _____

簽署人姓名

Name of Signatory: _____

職位

Capacity: _____

日期

Date: _____

* 如有需要，請影印本表以供使用。

Please make photocopy(ies) for additional use.

註：

Note:

根據《罪犯自新條例》(第 297 章)，申請人在下列情況下**無須**申報：

1. (a) 在香港被定罪，但並未因此被判處監禁超過 3 個月或罰款超過\$10,000；
(b) 在此以前不曾在香港被定罪；及
(c) 經過 3 年時間並未在香港再被定罪。

3 年時間由所述罪行被判刑的當日起計算。

或

2. 根據《定額罰款(交通違例事項)條例》(第 237 章)、《定額罰款(刑事訴訟)條例》(第 240 章) 或《定額罰款(公眾地方潔淨罪行)條例》(第 570 章) 繳付或被命令繳付定額罰款或任何附加罰款。

Under the Rehabilitation of Offenders Ordinance (Cap. 297), an applicant is **NOT** required to make any declaration if:-

1. (a) he/she has been convicted in Hong Kong of an offence in respect of which he/she was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000;
(b) he/she has not been convicted in Hong Kong on any earlier day of an offence; and
(c) a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence.

The period of 3 years shall be reckoned from the date on which the person concerned was sentenced for the offence convicted.

Or,

2. he/she pays or is ordered to pay a fixed penalty, or any additional penalty, under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) or the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap. 570).