

Form-I

(Reference Rule 3(1) of Travel Agencies)

Rules, 1977

FORM OF APPLICATION LICENCE

(1. Please furnish typed replies)

(2. Separate sheets may be used where necessary)

1. Name of the person/firm.
2. Business address (if Registered, please give registered address).
If the principal place of business is outside Pakistan or the Company is incorporated outside Pakistan give name and address of the duly authorized
3. Nature of the firm whether proprietary, partnership, private company, public company, limited or unlimited.
4. Year of establishment (year of registration in case of partnership/company. Please attach attested copy of registration certificate).
5.
 - a) Telephone number with number of lines.
 - b) Telegraphic/telex/cable address
 - c) Details of branch office, if any established/
Proposed to be established.
6. Capital invested (Please indicate clearly the paid-up capital and enclosed certificate of appropriate authority in support of your statement).
7. Names and address of directors/partners/manager, indicating qualifications and experience of each in travel business (separately for those heading each branch office).
8. Name of banker (Please attach reference from the bank).
9. Name and address of auditors, if any.
10. Number of staff category-wise employed or proposed to be employed (separately for each branch office).
11. Nature of business (Please give details, indicating clearly the field of operation proposed to be undertaken).
12. Whether any other activities are proposed to be undertaken? If so, in what fields?
13. Please indicate airline/rail/shipping agencies (including foreign agencies) negotiated or proposed to be acquired.
14. Please give the following details:-
 - i) Assets:
 - ii) Liabilities, clearly showing investments, tangible and intangible assets loans and other liabilities, reserve funds, cash & bank balance.

15. Do you hold a licence to deal in foreign exchange? If so, please give your
16. licence number and date (enclose attested copy of the licence) with a statement of foreign exchange earned during the last three calendar year, duly certified by your bankers.

17. Please give details of your connections with foreign travel agents and tour operator (enclose copies of agreements, if any, entered into with them.

18. Please state if you or your manager or a partner or any of the directors of your company have ever been convicted of an offence. If so, please give details.

19. Please give a detailed plan of your office (including each branch office if any) indicating the space, various counters, show windows etc.

DECLARATION

- i. I/we hereby solemnly declare that all the particulars give above are correct.

- ii. I/we hereby solemnly declare that if a licence is granted to me/us, I/We will abide by the Travel Agencies Act, 1976 and the Rules made the re-under the terms of the licence granted to me/us, and the code of conduct.

Signature of Applicant

(Please also type write full name and affix official stamp)

**DOCUMENTS REQUIRED TO BE SUBMITTED ALONGWITH THE
APPLICATION FOR GRANT OF TRAVEL AGENCY/TOUR
OPERATOR LICENCE.**

1. A Bank certificate Showing capital for not less than Rs.400,000/-.
2. A balance sheet showing assets and liabilities duly verified by a Chartered Accountant.
3. A copy of National Tax Registration No.
4. A copy of lease/rent agreement of office premises.
5. In case of partnership, a copy of partnership deed and a certificate of registration duly verified by the registrar of firm.
6. In case of private limited company , a copy of memorandum and Article of Association, Incorporation Certificate , Form-29, Form-A, Form-21, etc. duly certified by the registrar of companies.
7. A Sketch map showing various counters, windows, etc. with measurements.
8. A list of staff showing their qualification, training and experience of travel trade business also submit the attested copies of the certificates.
9. Attested photo-copies of National Identity Card of the owners and staff.
10. Photo copy of registration of a car of 800cc or above.