

FORM B

APPLICATION FOR REGISTRATION OF TRAVEL AGENCY

Name of Applicant.....

Address:

Telephone:

Name of Travel Agency:.....

Address:.....

Telephone:..... Fax:.....

Whether registered company: Yes () No ()

Particulars of registration.....

Name of Proprietor\Directors:.....

Name and address of:

(i) Manager.....

(ii) Secretary (if a company).....

Bankers:.....

Name of Bonding Company or Sureties.....

Address.....

Name of Auditors.....

Address.....

No. of Employees

.....
Signature of Applicant

.....
Date

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

1. Copy of Public Liability Insurance
2. Copy of Certificate of Incorporation
3. Copy of Registration of Business Name (where applicable i.e. if Business Name is different from the name of the Company)
4. Copies or Articles of Memorandum of Association (registered companies)
5. Approval from local planning authority (Parish Council e.g. KSAC, St. James Parish Council)
6. Permission to operate from location (Eg. Lease / Rental Agreement)
7. Copy of Tax Registration Number (TRN)
8. Copy of Cancellation or Refund Policy
9. Evidence of financial ability to operates
10. Bond of \$100,000.00
11. Fidelity Guarantee insurance policy - \$25,000.00 in respect of each cashier
12. Copy of receipt for registration fee from Inland Revenue

MINISTRY OF TOURISM
64-70 KNUTSFORD BOULEVARD
KINGSTON 5

Dear Sir\Madam:

Please be advised that under the Travel Agencies Regulation Act, all travel agencies are required to be registered with the Ministry of Industry and Tourism. In this regard, I enclose a copy of Form B – Application for Registration of Travel Agency, which should be completed and returned to this office.

In support of your application, the following documents should also be furnished:

- a) evidence of good character and integrity by way of two (2) recommendations from a commercial bank, an attorney-at-law, a Justice of the Peace or any other person satisfactory to the registrar. In the case of a company, evidence of good character and integrity shall be in respect of each director;
- b) evidence of financial ability to operate a travel agency by way of a bank guarantee or other evidence satisfactory to the registrar indicating the availability of sufficient funds to provide working capital for at least three (3) months to cover such over-head charges as rent, telephone, postage, advertisement, electricity, staff salaries etc.;
- c) a bond with surety in the sum of One Hundred Thousand Dollars (\$100,000.00) (Specimen copy enclosed);
- d) Fidelity Guarantee Insurance Policy in the sum of Twenty Five Thousand Dollars (\$25,000.00) in respect of your cashier (or in respect of each cashier if more than one is employed);
- e) copy of receipt for inspection fee of Five Thousand Dollars (\$5,000.00) payable at the Collector of Taxes;
- f) copy of the Certificate of Incorporation of a Company or evidence of the Registration of the Business Name;
- g) copies of the Articles and Memorandum of Association (for a company).

It is to be understood that this requirement is separate from registration under the Companies or Registration of Business Names Acts. In addition, where it is proposed to operate from more than one location, application for registration must be made for each location.

As soon as you have complied with the foregoing, the Registrar will visit and inspect the premises and examine any books, vouchers and other documents which may contain information which he\she reasonably believes will assist in arriving at a decision as to whether or not the application for registration should be granted. Upon approval, each registered agency is required to pay an annual registration fee of Two Thousand Dollars (\$2,000.00).

Yours faithfully

REGISTRAR OF TRAVEL AGENCIES

Revised September 17, 2014