

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)

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| 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 agent, in Pakistan |
| 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). |

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| 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 | <p>Please give the following details:-</p> <ul style="list-style-type: none"> 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 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. |
| 16 | Please give details of your connections with foreign travel agents and tour operator (enclose copies of agreements, if any, entered into with them). |
| 17 | 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. |

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| 18 | Please give a detailed plan of your office (including each branch office if any) indicating the space, various counters, show windows etc. |
| <u>DECLARATION</u> | |
| 1 | I/we hereby solemnly declare that all the particulars give above are correct |
| 2. | <p>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 their under the terms of the licence granted to me/us, and the code of conduct.</p> <p style="text-align: right;">Signature of applicant.</p> |

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

1. A Bank Certificate showing a Capital of not less than rupees two lakh.
2. A statement showing assets and liabilities duly certified by an appropriate authority.
3. An attested copy of National Tax Registration Number.
4. Attested copies of lease/rent agreement /proof of the ownership of the premises.
5. In case of Partnership Firm, attested copies of Registration Certificate and Partnership Deed duly certified by the Registrar of Firms.
6. In case of Limited Company, attested copies of Incorporation Certificate, Memorandum and Articles of Association, Form-A and Form-29 duly certified by the Registrar of Companies.
7. Office Plan indicating the space, various counters, show windows etc.
8. A list of staff showing designation of each person along with attested copies of their NICs, qualification , training and experience certificates.
9. Attested copies of National Identity Card of the Proprietor/Partners/Directors/Chief Executive/Manager.