

FORM-I

(REFERENCE RULE-3 (1) OF TRAVEL AGENCIES RULES, 1977)

FORM OF APPLICATION FOR LICENCE

Please furnish typed replies.

Separate sheets may be used where necessary.

1. **Name of Person/Firm**
2. **Business Address (if registered, please give registered address). If the principle 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 Un-Limited.**
4. **Year of Establishment (year of registration in case of partnership/company, please attach attested copy of registration certificate).**
5. **(a) Telephone numbers with number of line.
(b) Telegraph,Telex/Cable address.
(c) Detail of branch offices, if any proposed.**
6. **Capital invested (please indicated clearly the paid up capital and enclose certificate of appropriate authority in support of your statement).**
7. **Name & addresses of Director/Partners/Managers, indicating qualifications & 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 of Auditors, if any.**
10. **Number of staff category wise 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 required.**

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14. Please give the following details:
- (i) Assets
 - (ii) Liabilities, clearly showing investment tangible And intangible assets loans and other liabilities, Reserved funds, cash and 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 years, duly certified by your bankers.
16. Please give detail of your connections with foreign travel agents & tour operators (enclose copies of agreements if any, entered into with them).
17. Please state if 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.
18. Please give detailed plan of your office (including each branch office if any) indicating the space, various counters, show windows etc.

DECLARATION

I/We hereby solemnly declare that all the particulars given below/above are correct.

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, 1977 made there under, the terms of the licence granted to me/us and the code of conduct.

SIGNATURE OF APPLICANT

Dated:-----

(Please also typewrite full name & affix official stamp)

Place of applicant:

NOTE

This application should be accompanied by:

- (i) The last three years audited account reports duly certified by the auditor of the applicant (for the existing agencies only).
- (ii) Upto date Income Tax clearance certificates from the appropriate authority.