



## Hong Kong Association of Travel Agents

Units 502-4, 5/F., Skyway House, North Block, 3 Sham Mong Road, Tai Kok Tsui, Kowloon, Hong Kong

Tel: 2869 8624

Website : [www.hata.org.hk](http://www.hata.org.hk)

Fax: 2525 0986

Email: [manager@hata.org.hk](mailto:manager@hata.org.hk)

### MEMBERSHIP REQUIREMENTS

#### 1. Active Members

- (i) Established Travel Agent (engaged in Ticketing, Cruise Services, Sales of travel related tour products, Inbound Services or Outbound Operating or General Sales Agent for air or sea carriers).
- (ii) Be a limited company whose paid-up capital is a minimum HK\$500,000 or Proprietorships/Partnerships who have to give a bank guarantee of HK\$150,000 to the Travel Industry Council of Hong Kong.
- (iii) Have separate independent premises solely engaged in travel and tourism businesses.
- (iv) Having employed a minimum of 2 full-time staff, one of which has at least 2 years' experience in the travel industry.

#### 2. Allied Members

Hotels or travel/tourist related companies who generally meet the criteria for Active Members.

#### 3. The application must be sponsored by two Active Members and submitted together with the following documents:

- (i) A letter by a certified public accountant company certifying that the paid-up capital of limited company is at least HK\$500,000 or a copy of bank guarantee of HK\$150,000 for proprietorships/partnerships.
- (ii) A copy of the Memorandum and Articles of Association.
- (iii) Copies of the Certificate of Incorporation, Business Registration Certificate, and Travel Agent's License Certificate (if available).
- (iv) 3 photographs showing the entrance and the interior of the office.
- (v) A cross cheque payable to "HONG KONG ASSOCIATION OF TRAVEL AGENTS LTD." for the appropriate fees as per the table below.

4.

Fees Payable	Entrance Fee	Subscription Per year	1 <sup>st</sup> Quarter Apr - Jun	2 <sup>nd</sup> Quarter Jul - Sep	3 <sup>rd</sup> Quarter Oct - Dec	4 <sup>th</sup> Quarter Jan - Mar
Active Members	<b>WAIVED</b>	HK\$2,000	HK\$2,000	HK\$1,500	HK\$1,000	HK\$500
Allied Members	HK\$2000	HK\$1,500	HK\$1,500	HK\$1,125	HK\$750	HK\$375

*The authorized capital is the figure submitted under the Company's Ordinance showing the extent of shareholding. The paid-up capital is the figure representing the number of shares actually paid-up in cash & allocated. Proprietorships/partnerships have no paid-up capital.*



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Name of Company:			
Name in Chinese:			
Address:			
Tel:		Fax:	
Website:		E-mail:	
Certificate of Incorporation No. and Date:			
Business Registration No. and Date:			
Travel Agents License No:		Date business commenced:	
Category of Membership required (Please tick appropriate)		<input type="checkbox"/> Active Member	<input type="checkbox"/> Allied Member
Nature of Business:			

Services provided are as follows:					
<input type="checkbox"/>	Outbound	<input type="checkbox"/>	Ticketing	<input type="checkbox"/>	Car Rental
<input type="checkbox"/>	Wholesale	<input type="checkbox"/>	Coach Services	<input type="checkbox"/>	Hotel Reservations
<input type="checkbox"/>	Inbound	<input type="checkbox"/>	Others, please specify:		

<u>Directors / Owners / Partners' names</u>	<u>Company Designation</u>	<u>Shareholding</u>



Authorized Capital:	HK\$	Paid-Up Capital	HK\$
Size of premises:	sq. ft.	<input type="checkbox"/> Own premises	<input type="checkbox"/> Rented premises
Name of person in charge		Title	
In charge contact no.:		Email Address:	
No. of Staff:	Main Office	Branches	No. of branches

The Manager's background and experience in travel business including names of previous employers and names of references are:-

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The names of our senior staff and brief details of their experience in travel business (i.e. indicate whether knowledgeable on Airline/Shipping Ticketing, Routing, etc.) are:-

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We are  an IATA Appointed Agent.

We are a member of the following travel trade Association (s):

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Name and address of banker to whom reference may be made.

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The Executive Committee reserves the right to terminate the membership of any member if it deems fit.

We agree to indemnify the Hong Kong Association of Travel Agents Ltd. for any costs incurred should it be deemed necessary for our membership to be terminated.

If our application for membership is accepted, we shall appoint the following as a representative to attend meetings of the Association.

Mr. / Mrs. / Ms. \_\_\_\_\_ Title \_\_\_\_\_

We hereby apply to be a member of the Hong Kong Association of Travel Agents Ltd. and declare that (name of Company) \_\_\_\_\_ is eligible for election as a member in accordance with its Memorandum and Articles of Association. On acceptance as a member, this Company agrees to abide by all HATA rules or amendments as may be made from time to time.

Signature and company chop: \_\_\_\_\_

Name of signatory: \_\_\_\_\_ Date: \_\_\_\_\_

**SPONSORSHIP**

This application must be proposed and seconded by two HATA ACTIVE MEMBERS.

Proposed by: \_\_\_\_\_  
: (Signature and company chop)

Seconded by: \_\_\_\_\_  
: (Signature and company chop)