

DOCUMENT CHECKLIST FOR TOURISM OPERATING LICENSE APPLICATION

Tour operator

#	Document	Description
1	Company Registration Certificate	Valid company registration certificate
2	Organisational Chart	Organisational chart showing names, contact numbers and job titles of all staff
3	Association Membership Letter	Letter of membership to recognized tours and travel association
4	Management Qualifications	CVs, diplomas, degrees of all management staff, demonstrating relevant education and/or 3+ years experience in hospitality industry
5	Staff Qualifications	CVs, diplomas, degrees of all non-management staff, demonstrating relevant education/knowledge/experience
6	First Aid Certificates (Staff)	Valid first aid certificate for all drivers and guides, issued by recognised medical professional/institution
7	Tour Guide Driver's Licenses	Valid Category B driver's licenses for all drivers and driver-guides
8	Vehicle Registration	Valid carte jaune for at least one 4-wheel-drive vehicle
9	Emergency Evacuation Scheme	Valid subscription to an emergency evacuation scheme involving, among others, helicopter rescue and evacuation services