

DOCUMENT CHECKLIST FOR TOURISM OPERATING LICENSE APPLICATION

Travel agent

#	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 travel agents 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