

TOURISM OPERATING LICENSE REQUIREMENTS

Tourism information centre

Requirement	Validation
Valid Trade License	Valid company registration certificate
Communication Systems	Intercom, phones and/or walkie talkies to enable communication between departments Phone enabling communication to outside
Registered Premises	Valid office premises and accurate physical address
Website	Working customer-facing website
Documented Qualification/Experience of Management and Staff	CVs, diplomas, degrees of all management staff, demonstrating relevant education and/or 3+ years experience in hospitality industry
	CVs, diplomas, degrees of all non-management staff, demonstrating relevant education/knowledge
	Organisational chart with names, contact numbers and job titles of all staff
Certificate of Membership of Tourism Information Association, if any	Letter of membership to a recognised tourism information association