

TOURISM OPERATING LICENSE REQUIREMENTS*Travel agent*

Requirement	Validation
Valid Trading License	Valid company registration certificate
Communication Systems	Intercom, phones and/or walkie talkies to enable communication between departments
	Phone enabling communication to outside
	Travel agency software and booking system
Registered Office 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
Membership of Travel Agents Association	Letter of membership to recognised travel agents association