

Required Documents

Notes:

- A document which is not in Chinese or English must be accompanied by a Chinese or English translation certified in accordance with section 4 of the Companies Ordinance (Cap. 622), or any other translation accepted by the Authority.
- The Authority may request an applicant to submit additional documents apart from the documents listed below.

Identity of applicant (not applicable to renewal applications unless there is any change of the relevant information submitted before)

1. Documents showing the identity of an applicant, such as:
 - (a) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company issued by the Hong Kong Companies Registry (HKCR); or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Business name (if applicable) (not applicable to renewal applications unless there is any change of the relevant information submitted before)

2. Documents showing the business name (if applicable), such as:
 - (a) the Business Registration Certificate issued by the Business Registration Office; or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Director and company secretary

3. Documents showing the latest information of the directors and company secretaries of an applicant, such as:
 - (a) documents the receipt of which was acknowledged by the HKCR:
 - (i) Incorporation Form (Company Limited by Shares) (Form NNC1) and Notice of Change of Company Secretary and Director (Appointment / Cessation) (Form ND2A) (if applicable);
 - (ii) Annual Return (Form NAR1) and Notice of Change of Company Secretary and Director (Appointment / Cessation) (Form ND2A) (if applicable);
 - (iii) Application for Registration as Registered Non-Hong Kong Company (Form NN1) and Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation) (Form NN6) (if applicable); or
 - (iv) Annual Return of Registered Non-Hong Kong Company (Form NN3) and Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation) (Form NN6) (if applicable); or
 - (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Remarks: If it is an application for a travel agent licence, or there is an addition or a change of director or company secretary who is an individual, the identity documents (such as the original Hong Kong identity card or travel document) of the relevant director or company secretary; or a copy of such documents certified by a practising solicitor or practising certified public accountant in Hong Kong must be provided.

Controller and manager (not applicable to renewal applications unless there is any change of the relevant information submitted before)

4. Documents showing the identity of controllers and managers, such as:
 - (a) For an individual:

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- (i) original Hong Kong identity card or travel document; or
 - (ii) a copy certified by a practising solicitor or practising certified public accountant in Hong Kong;
- (b) For a company:
- (i) Certificate of Incorporation or Certificate of Registration of Non-Hong Kong Company issued by the HKCR; or
 - (ii) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Associated company of an applicant

5. Documents showing the following information of the associated company of an applicant:
- (a) an organizational structure chart showing the relationship between every associated company and the applicant (such as the subsidiaries and holding companies of the applicant, and the subsidiaries of such holding companies) and the relevant percentage of shareholding; and
 - (b) documents showing the identity of every associated company (which must meet the requirements set out in paragraph 1) (not applicable to renewal applications unless there is any change of the relevant information submitted before).

Qualification requirement for Authorized Representative (applicable to licence applications submitted to the Authority, first-time licence renewal applications submitted by holders of pre-existing licences to the Authority, or any change of the authorized representative)

6. Original document showing completion of Form 5 education under the 5-year secondary academic structure or Senior Secondary 3 education under the New Senior Secondary academic structure (or original document of an equivalent or higher education qualification) and original document showing possession of at least 5 years of management experience in the travel industry, or a copy thereof certified by a practising solicitor or practising certified public accountant in Hong Kong; or
7. Original document or a copy thereof certified by a practising solicitor or practising certified public accountant in Hong Kong which shows possession of at least 10 years of management experience in the travel industry.

Proof of completion of “Authorized Representative Course”

8. A proof of completion issued by the organization organizing the “Authorized Representative Course” (the proof must still be valid on the date the travel agent licence is issued or renewed).

Guarantee money (unless otherwise required, the guarantee money requirement does not apply to holders of a “pre-existing licence”, which means a travel agent licence issued under the repealed Travel Agents Ordinance and valid immediately before 1 September 2022)

9. A bank guarantee of HK\$500,000 issued by an authorized institution within the meaning of section 2(1) of the Banking Ordinance (Cap. 155) in the bank guarantee form specified by the Authority (the form can be downloaded at <https://tia.org.hk/en/licensing/relevant-forms.html>). If an authorized institution proposes terms different from those set out in the form specified by the Authority, the applicant may submit the proposed terms to the Authority for consideration and, after obtaining confirmation from the Authority, instruct the authorized institution to issue the bank guarantee.

Capital (not applicable to renewal applications)

10. Documents showing that the following capital requirement is met:
- the amount of the company’s paid-up share capital must not be less than HK\$500,000.
11. The document set out in paragraph 10 must be issued by the following person or institution:
- (a) Return of Allotment (Form NSC1) / Notice of Alteration of Share Capital (Form NSC11) submitted to the HKCR; or

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- (b) (for a company not established or incorporated in Hong Kong) a similar certificate issued by a relevant government or official authority (which may be required to be notarized by a Notary Public or China-Appointed Attesting Officer recognized by the Authority).

Statement of accounts (applicable to renewal applications only)

12. A statement of accounts the period of which covers three whole months prior to the submission of a renewal application; and/or
13. A duly completed and signed financial position return (the return can be downloaded at <https://tia.org.hk/en/licensing/relevant-forms.html>).