



TRAVEL AGENCY

First Application – Supporting Documentation Required

1. Title deed/lease agreement/letter of offer or /contract of sale relating to property (Established Office Premises).
2. Detailed project/enterprise description and business plan for five years.
3. NRC / Work permits and other relevant permits (where applicable).
4. Investment License (where applicable).
5. Tax Payers Identification Number (TPIN).
6. Qualifications in tourism and travel / IATA for at least one key staff.
7. Applicant should have an active bank account in Zambia
8. Applicant should submit a valid Police clearance certificate (Should not have a criminal record)
9. Applicant comply with the professional code of conduct for travel agencies – TAAZ Affiliation
10. Applicable local authority permits
11. Applicant should comply with minimum requirements for Travel Agency
12. IATA accreditation or Bank guarantee
 - \$5,000 local with TAAZ Affiliation
 - \$ 10,000 for local non TAAZ
 - \$30,000 for foreign investment
 - IATA Accredited – no bank guarantee required
13. Public Liability Insurance
14. Business Registration Certificate
15. Pre-inspection of premises