



## **TRAVEL AGENCY**

### **Renewal – Supporting Documentation Required**

1. Work permits and other relevant permits (where applicable).
2. Investment License (where applicable).
3. Tax Clearance Certificate issued under Income Tax Act (Cap. 323).
4. Copies of qualifications for at least one key staff in airline tariff and ticketing
5. Applicant comply with the professional code of conduct for travel agencies – TAAZ Affiliation
6. Applicant should comply with minimum requirements for Travel Agency
7. Valid Business Permit from local authority
8. Updated Annual Returns – PACRA
9. Bank Guarantee
  - \$5,000.00 local with TAAZ Affiliation
  - \$10,000.00 local non TAAZ
  - \$30,000.00 foreign investment
  - IATA Accredited – no bank guarantee required
10. Submit Tourism Enterprise Quarterly Returns / Financial Statements