

File Reference:

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Vetted by : _____

Application Form

For a Travel Operator or Excursion Operator Licence

(In terms of the Malta Travel and Tourism Services Act 1999)

MALTA TOURISM AUTHORITY
Licensing Directorate
SCM 01 LEVEL 3
SMART CITY
KALKARA SCM1001

Date Received Samp:

This application is for a Travel Operator is in four parts: Part A, Part B, Part C, and Part D. All relevant parts pertaining to your application in Part A and Part B are to be filled in. The documents as outlined in Part C are to be submitted following approval and issue of a tourism compliance certificate issued by the Malta Tourism Authority.

This application form carries a fee of € 46.59.

Applicants are to present payment at the Cash Office of the Malta Tourism Authority, Auberge D'Italie, Merchants Street, Valletta, or at the MTA's branch office at 17 Independence Square, Victoria, Gozo, prior to submission of application. A copy of the receipt is to be attached with the application.

Warning to Applicant: Any false statements, misrepresentation or concealment of material fact on this form or any document presented in support of this application form, may grounds for criminal prosecution.

DATA PROTECTION STATEMENT: Personal information provided in your application is protected under the Data Protection Act 2001. The Malta Tourism Authority will process your personal data in accordance with the provisions of Data Protection Act (Chapter 440 of the Laws of Malta) for licensing and administrative purposes and to comply with the Authority's legal obligations. Upon approval of your application, the Authority, occasionally, may use your personal details for marketing purposes.

If you still have queries you can telephone for advice on phone no. 21244444, 22915000 or email at licences@maltatourismauthority.com

Part A (To be completed in block letters)

Application is for a :- (indicate with a "✓" the principal operation and with an "X" the secondary activities)

Travel Agent (outgoing)	<input type="checkbox"/>	Incoming Tourism Agent	<input type="checkbox"/>
Destination Management Company	<input type="checkbox"/>	Excursion Organizer	<input type="checkbox"/>

(1) Applicant's Details (to whom Licence shall be issued)

Name & Surname: _____

Official position: _____

Sole Trader ☐ Partnership ☐ Company ☐

Name of
Company(if
applicable): _____

I.D Number: _____

Nationality: _____

Address: _____

Locality: _____

Business Address: _____

Locality _____

E-Mail: _____

Tel / Mobile: _____

(2) Operator's Details (to be filled in if different from above)

Name & Surname: _____

Official position: _____

Sole Trader ☐ Partnership ☐ Company ☐

Name of
Company(if
applicable): _____

I.D Number: _____

Nationality:

Address:

Locality:

Business Address:

Tel / Mobile:

E-mail:

(3) Company Details (if Applicant is a body corporate)

Registered
Company name
(If applicant is a
body corporate):

Company
Registration
number:

Date of
Registration(day/
month/year):

Registered Office
Address:

Locality:

Tel / Mobile:

E-mail:

(4) Submission Requirements (*to be submitted with Part A of the Application*)

- 1) Site Plan and Layout plan of premises to be used for business.
- 2) In the case of Companies submit, a copy of the Memorandum and Articles of Association.
- 3) Detailed Curriculum Vitae of Operator.
- 4) Recent Police Conduct Certificate of Applicant and Operator.

All Documentation requested in Part (A and B) in this Application Form must be submitted together with this Application for processing.

Please see attached checklist at the end of the Application Form

(In the case of a Destination Management Company, Licence will be considered only if Applicant is in possession of at least one year experience as an Incoming Tourism Agent and is in conformity with the Quality Assurance criteria for a DMC).

Part B

(5) Principle Place of Business (*Please complete in block letters*)

Trading Name (to
appear on the
Licence) :

Address:

Locality:

VAT Number:

Tel / Mobile:

E-Mail:

Branch Manager:

(6) Branch Office 1 (*Please complete in block letters*)

Trading Name (to
appear on the
Licence) :

Address:

Locality:

Tel / Mobile:

E-Mail:

Branch Manager:

State whether premises are used solely for the sale of travel, and if not, specify
what other activity is carried on from premises.

Part C

To be submitted following the issue of Tourism Compliance Certificate by the Malta Tourism and before consideration for the issue of licence:-

(7) Submission Requirements (to be submitted with Part B of the Application)

8.1) Immediate:-

- a) Permit issued by MEPA in respect of premises to be used for this activity.
- b) Third party liability insurance (immediately following issue of Licence).

8.2) Within two year of Operation:-

- a) In the case of a travel agency the applicant must submit evidence that he is an IATA Agent.
- b) In the case of a Destination Management Company, the Applicant must submit evidence that he is a member of an international association specializing in conference and incentive travel.

Part D

(8) Declaration regarding right of use of the Premises:

I hereby declare that I have sought and procured the consent of the owner of the premises to process this application in terms of law.

Signature of Applicant:

Full Name of Applicant:

I.D Card Number of Applicant:

Signed in the presence of:

(Please enclose photo copy of both sides of Applicant's I.D. Card)

(9) Declaration by Applicant and Spouse (*Please complete in block letters*)

This Form must be signed as follows:

- a) If the Applicant is an individual, by that individual and by his/her spouse.
- b) If the Applicant is a company or any other organization, by a duly Authorized person on behalf of the company or organization who should state his official position within the company or organization;

I, the undersigned declare that:

- a) I shall, at all times abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made thereunder in respect of Travel Operators.
- b) I bind myself to inform the Authority of any changes in circumstances regarding the information given above within two weeks of its occurrence.
- c) I declare that the information given on this Form is accurate and complete.
- d) I have read the data protection statement and **(tick as appropriate)**:
 - ☐ I CONSENT to the information provided on this application being disclosed as described in the statement.
 - OR
 - ☐ I DO NOT CONSENT to direct marketing.

Signature of Applicant:

Signatory's Full Name:

On behalf of (If applicable):

Official Position:

Signature of Spouse:

Full Name of Spouse:

Date:

This Form should be returned to the Malta Tourism Authority, Licencing and Administration Section at the address shown on the front cover.

TRAVEL AGENCIES

Incoming Travel - From Office	<input type="checkbox"/>	Local Excursion Org	<input type="checkbox"/>
Incoming Travel -Web based	<input type="checkbox"/>	DMC	<input type="checkbox"/>
Outgoing Travel - From Office	<input type="checkbox"/>	Incentive travel	<input type="checkbox"/>
Outgoing Travel - Web based	<input type="checkbox"/>		

N.B. Allowing house operation and online

PART A –PPD (For web based Establishment, Part A is not required)

1. ☐ Application Form accompanied by receipt (Fee €46.59)
2. ☐ Fee Paid
3. ☐ Identity Card
4. ☐ Applicant's CV
5. ☐ Site Plan/Location
6. ☐ Layout Plan of premises certified by an Architect (if web based n.b no passing trade – and pre 1992)
7. ☐ Police Conduct*7
8. ☐ Tourism Compliance Certificate, will be issued by PPD once all documents are presented satisfactory

PART B -LICENCING UNIT

1. ☐ MEPA Permit (even if web based after 1992) including endorsed/approved plans
2. ☐ Proof of Ownership of property / if applicable Contract of Lease*1 or Lands Department per*11.
3. ☐ Company Resolution*2 if applicable –Company registration and representation
4. ☐ Copy of full Memo of Articles of association and company resolution if applicable *3 (if applicable)
5. a) ☐ Architect's Declaration if applicable pre 1992
b) ☐ Architect's Declaration and/or MEPA Compliance Certificate
6. ☐ Professional Identity Insurance Cover after issue of letter of approval

* 1, 2, 3 (if company).

*7 Recent Police Conduct- (year of duration of licence) must be clear during the last 5 years, Unless served prison sentence in the last 5 years or suspended sentence for 6 months or more during the last 5 years.

*11 Lands to make new contract in favor of applicant if land owned by Lands Dept.