



### **Abstract**

Tourism – Hon'ble Minister Announcements 2022 -2023 – Tamil Nadu Tour Operators / Travel Agents / Tourist Transport Operators (Registration) Scheme - 2023 – Approved – Orders - Issued.

### **Tourism, Culture and Religious Endowments (T3-1) Department**

**G.O. (Ms.)No.70**

**Dated.17.02.2023**

திருவள்ளூராவராண்டு 2054,  
சுபகிருது, மாசி-5

**Read:-**

From the Director of Tourism letter No.7765/T.Ind/2022,  
dated:23.11.2022 and 24.01.2023.

\*\*\*\*\*

### **ORDER:**

The Hon'ble Minister for Tourism has announced on the floor of the house while moving the Demand for Tourism (2022-2023) that Guidelines for Tamil Nadu Tour Operators / Travel Agents / Tourist Transport Operators (Registration) 2023 will be issued.

2. The Director of Tourism in his letter read above has sent the draft for Tamil Nadu Tour Operators / Travel Agents / Tourist Transport Operators (Registration) Scheme -2023 for approval.

3. The Government after careful examination accept the proposal of the Director of Tourism and approve the Tamil Nadu Tour Operators / Travel Agents / Tourist Transport Operators (Registration) Scheme - 2023 as **annexed** to this Order.

4. The above scheme will come into effect from the date of issue of this order.

(P.T.O)

/2/

5. The Director of Tourism is requested to communicate the scheme to all Tourism Stakeholders concerned and operate it.

**(By order of the Governor)**

**Chandra Mohan. B**  
**Principal Secretary to Government**

To

The Director of Tourism, Chennai 600 002.

The Managing Director, Tamil Nadu Tourism Development Corporation,  
Chennai-600 002.

The Resident Audit Officer, Chennai-9.

The Accountant General, Chennai-18. (w.e. Annexure to all)

**Copy to**

The Special Personal Assistant to Hon'ble Minister for Tourism,  
Chennai-9.

The Principal Private Secretary to Principal Secretary to Government,  
Tourism, Culture and Religious Endowments Department, Chennai-9.

The Regional Director, India Tourism, 154 Anna Salai, Chennai-2.

The Principal, Institute of Hotel Management and Catering Technology,  
Chennai-600 113.

The Principal, State Institute of Hotel Management and Catering Technology,  
Thuvakkudi, Trichy-620 015.

The Special Programme Implementation Department, Chennai-9.

The Tourism, Culture and Religious Endowments (T1/T2/Gen) Department,  
Chennai-9. (w.e. Annexure to all)

Stock file/Spare copy.

**/ Forwarded by Order /**

  
**Section Officer**

61030  
17/2/23



**TAMIL NADU TOUR OPERATORS / TRAVEL AGENTS / TOURIST  
TRANSPORT OPERATORS (REGISTRATION) SCHEME - 2023**

TAMIL NADU TOUR OPERATORS / TRAVEL AGENTS / TOURIST  
TRANSPORT OPERATORS (REGISTRATION) SCHEME - 2023

**Government of Tamil Nadu**  
**Department of Tourism**  
**Tamil Nadu Tour Operators/Travel Agents and Tourist Transport Operators**  
**(Registration) Scheme, 2023**

**Preamble**

Tamil Nadu offers diverse segments of tourism with its abundant natural, cultural and heritage attractions. With a vast coastline, inland water bodies, forests and scenic hill stations, the state offers immense potential of all forms of tourism. In India, travel intermediaries like tour operators, travel agents and tourist transport operators are still an important part of the tourism supply chain as they act as a link between the source market and destinations.

Tourism Service Providers have also transformed themselves into travel advisors focusing on influencing and advising travel choices and providing exclusive experiences at sites, rather than just facilitating travel bookings. Despite the growing popularity of Online Travel Aggregators/Agents (OTAs), traditional tour operators/travel agents and tourist transport operators continue to position themselves as significant intermediaries for tourism services.

The Department of Tourism, Government of Tamil Nadu intends to frame Scheme for registration of tourism service providers in order to standardize the quality of services offered thereby ensuring a positive experience for tourists visiting the State of Tamil Nadu. The Government have carefully considered the subject and hereby approve the following for Registration of Tour Operators/Travel Agents and Tourist Transport Operators in Tamil Nadu.

**1. Title and extension**

- (a) This Scheme will be called the "Tamil Nadu Tour Operators/Travel Agents and Tourist Transport Operators (Registration) Scheme, 2023.
- (b) It shall extend to the whole of the State of Tamil Nadu.
- (c) Registration will be compulsory to operate as a Tour Operator/Travel Agent or Tourist Transport Operator in the State of Tamil Nadu.



## 2. Objectives

The objectives of the Scheme are:

- (a) To provide guidelines for standardizing the quality of services of tour operators, travel agents and tourist transport operators, thereby, enhancing tourist experience.
- (b) To provide a common registration portal for tour operators, travel agents and tourist transport operators
- (c) To enable collection of tourist statistics from the tourism service providers.
- (d) To develop a stakeholder-friendly and effective process for registration of tourism service providers.

## 3. Definitions

In this Scheme, unless the context otherwise requires;

- (a) "Applicant" means a person who has made an application under this Scheme to register as Tour Operators/Travel Agents or Tourist Transport Operators;
- (b) "Certificate of registration" means a certificate issued under this Scheme;
- (c) "Clause" means clause in a Scheme;
- (d) "Department" means the Department of Tourism, Government of Tamil Nadu;
- (e) "Form" means the annexure appended to this Scheme;
- (f) "Tourist" means a person or group of persons, including pilgrims visiting the State of Tamil Nadu;
- (g) "Tour operator" means any company/ partnership firm/ Limited Liability Partnership / Proprietorship which owns, runs or makes tour travel arrangements for transport, accommodation, sightseeing, entertainment and other tourism related services for tourists visiting Tamil Nadu
- (h) "Travel agent" means any company/ partnership firm/ LLP / Proprietorship engaged in the business of making tour travel arrangement for tourists for monetary consideration;

**Explanation:** The expression "Tour Travel Arrangement" includes Arrangement of lodging with or without boarding and rendering other services such as arranging for games and sports or receipt or dispatch of personal



belongings of a tourist or taking photograph(s) of a tourist, hiring of guides, photographers, arranging equipment for travel or adventure sports.

(i) "Tourist transport operator or TTO" means any company/ partnership firm/ Limited Liability Partnership / Proprietorship which provides tourist transport like cars, coaches etc. to tourists for transfers, sightseeing and journeys to tourist places etc. within the state;

(j) "Tourism Service Providers" collectively refers to Tour Operators / Travel Agents and Tourist Transport Operators;

#### **4. Categories of Recognition**

Recognition will be given to Tourism Service Providers (in the segments of Tour Operators/ Travel Agents / Tourist Transport Operators) under the following categories:

**(a) Standard**

**(b) Premium**

#### **5. Registration of Tourism Service provider**

**(1) Submission of Application** No person shall carry on the business as Tour operators/Travel Agents and Tourist Transport Operators unless he is registered with the Director of Tourism. The applicant shall submit the duly filled registration form online along with the corresponding registration fee and inspection charges under the relevant categories as mentioned in clause 4, subject to fulfilling the eligibility and conditions as mentioned in sub-clause (2). The application for registration as Tour operators/Travel Agents shall be in form-I and application for registration as Tourist Transport Operators shall be in Form-II. The applicant may select a suitable timeslot for physical inspection:

Provided that any person already providing services as Tour operators / Travel Agents and Tourist Transport Operators on the date of commencement of these Schemes, shall apply for registration within ninety days from the date of commencement of these Schemes, shall apply for registration within ninety days from the date of commencement of these Schemes, subject to fulfilling the eligibility and conditions as mentioned in sub-clause (2). The applicant may select a suitable timeslot for physical inspection.



**(2) Eligibility and conditions for applying for registration**

Sl. No.	Criteria for Grant of Recognition	Standard (Tour Operators/ Travel Agents/ Tourist Transport Operator)	Premium (Tour Operators/ Travel Agents)	Premium (Tourist Transport Operators)
1	Minimum requirement of Paid Up capital	Rs. 1,00,000/-	Rs. 3,00,000/-	Rs. 3,00,000/-
2	Minimum requirement of annual turnover	Nil	Above Rs. 1 Cr (In any one of the last 5 financial years)	Above Rs. 1 Cr (In any one of the last 5 financial years)
3	Minimum Period of Operational experience prior to submission of Application	Nil	5 years	5 years
4	Qualification Requirements of Staff in the Organization	Minimum of 2 staff members excluding the Promoter. Minimum Qualification: 10+2 or equivalent  One of the staff member should hold any Degree from a recognized university.	Minimum of 3 staff members (excluding the Promoter) Minimum Qualification: Degree/Diploma from a recognized university.  One of the three staff members should hold a Degree/ Diploma in Tourism/ Travel Management from recognized university.	Minimum of 3 staff members (excluding ground/field staff) Minimum Qualification: Degree/Diploma from a recognized university.  One of the three staff members should hold a Degree/ Diploma in Tourism/ Travel Management from recognized university.



5	Office Space	Nil	300sqft (150 sqft for hilly areas)	300sqft (150 sqft for hilly areas)
6	Minimum requirement of vehicles (For Tourist Transport Operator)	2 vehicles (Four wheelers either owned by the company or leased in the name of the company/ Proprietor for minimum period of 2 years)	NA	4 vehicles (Four wheelers owned by the Company/ /Firm/Proprietor)

### (3) Documents to be Submitted with the Application for Registration

#### (i) Tour Operator / Travel Agents

1.	Business Documents	(a)	Registration Certificate / Incorporation Certificate
		(b)	Goods and Service Tax (GST) Certificate
		(c)	Permanent Account Number (PAN) Card
		(d)	A copy of the IT returns for the last 2 financial years. (The condition can be relaxed for businesses incorporated within the last two years)
2.	Office for Place of Operations	(a)	Patta or rent/ lease document for atleast 2 years
		(b)	Address Proof (Head Office and Branch office, if any)
		(c)	Details of office space and premises including Blue Print/layout of the office (for Head office/ each branch)
3.	Qualification proof of staff		
4.	Certificate for paid up capital & turnover as per Form-V		
5.	Undertaking given by the Applicant in the prescribed format as per Form-VI		
6.	Additional Documents:		
	(a) Proof of membership of Travel associations (if any)		
	(b) Proof of approval of Ministry of Tourism, Government of India (if any)		

#### (ii) Tourist Transport Operators

1.	Business Documents		Registration Certificate / Incorporation Certificate
		(b)	Goods and Service Tax (GST) Certificate
		(c)	Permanent Account Number (PAN) Card
		(d)	A copy of the IT returns for the last 2 financial years. (The condition can be relaxed for businesses incorporated within the last two years)



2.	Office for Place of Operations	(a)	Patta or rent/ lease document for atleast 2 years
		(b)	Address Proof (Head Office and Branch office, if any)
		(c)	Details of office space and premises including Blue Print/layout of the office (for Head office/ each branch)
3.	Qualification proof of staff		
4.	Vehicle ownership documents		
	(a) Proof of permits issued by State Transport Authority/ Road Transport Authority or any other relevant authority for commercial tourist vehicles etc.		
	(b) Proof of documents of vehicles		
	(i) in the name of the company, in case of a company		
	(ii) In the name of the owner, in case of a proprietorship		
	(iii) In the name of the owner / firm, in case of a partnership firm		
	(c) List of drivers with driving license		
	(d) List of vehicles in the prescribed format as per Form-IV		
5.	Certificate for paid up capital & turnover as per Form-V		
6.	Undertaking given by the Applicant in the prescribed format as per Form-VI		
7.	Additional Documents		
	(a) Proof of membership of Travel associations (if any)		
	(b) Proof of approval of Ministry of Tourism, Government of India (if any)		

\* All Documents duly stamped & attested by the Managing Director / Managing Partner / Proprietor of the firm.

#### (4) Registration and Renewal fee

An application shall be accompanied with a non-refundable registration fee as given below, paid through payment gateway on the registration website.

Sl. No.	Category	Fee for Registration (Amount in Rs.)	Fee for renewal of Registration For every three years (Amount in Rs.)	Penalty for delay of sending the renewal of application (After the validity of registration)
1	Standard	5,000	3,000	A penalty of Rs. 2000/- for every one-month delay
2	Premium	8,000	5,000	

#### (5) Inspection charges

The Department of Tourism will fix the Inspection and re-inspection charges from time to time and they shall be payable at the time of registration/ renewal.



## **(6) Mode of Payment**

Fee shall be paid online.

## **(7) Validity of registration**

The initial registration will be valid up to the end of the second succeeding financial year i.e., up to 31<sup>st</sup> March of the second succeeding financial year (If first registration is made on 23<sup>rd</sup> Dec 2022, it is valid up to March 2025). The registration can be renewed for a further period of not exceeding three years at a time with the fee prescribed in Clause (4).

### **6. (a) Guidelines for Tourism Service providers**

- (i) The Tourism Service Provider must be a registered company/ partnership firm/ Limited Liability Partnership / Proprietorship in Tamil Nadu.
- (ii) The Tourism Service Provider must have a valid Goods and Service Tax Registration and Permanent Account Number Card.
- (iii) The applicant should be an income tax assessee.
- (iv) The registered office of the Tourism Service Provider should be easily accessible and equipped with telephone, fax, computer reservation system etc. There should be sufficient space for reception and easy access to toilet facilities.
- (v) The application for recognition should be submitted by the Head office. The details of all branches in the State including location, staff details etc. should also be included in the application. In case any new branch is opened subsequently, the detail of the branch has to be submitted for the grant of recognition.
- (vi) In case of change in location of Head office/ Branch office fresh application should be submitted for grant of recognition.
- (vii) It shall be mandatory for an approved Tourism Service provider to prominently display the Certificate of approval of recognition / renewal / extension given by Department of Tourism, Government of Tamil Nadu in the office so that it is visible to all visitors.
- (viii) There should be a proper client register at the office to record the details of the client availing the tours/services.

### **(b) Guidelines for Tour Operators/Travel Agents**

- (i) The Tour Operator / Travel Agent should employ only such guides as are approved by the Department of Tourism, Government of Tamil Nadu or the Ministry of Tourism, Government of India.
- (ii) While making arrangements/ bookings for customers, the Tour Operator / Travel Agent should engage with operators registered with the Department of Tourism, Tamil Nadu in the following categories

1. Adventure Tourism Operator
2. Camping Operators



- 3. Caravan Tour Operators/ Caravan parks; and
- 4. Bed & Breakfast/ Home stay
- (iii) A registered Tour Operator /Travel Agents must submit a monthly report to the Department of Tourism in Form VII.

### **(c) Guidelines for Tourist Transport Operators**

- i. The tourist vehicles – cars/buses/vans should have proper tourist permits issued by the concerned State Transport Authority (STA) / Road Transport Authority (RTA) or any other relevant authority for commercial tourist vehicles. The list of vehicles in the prescribed proforma as in Form III should be attached with the application.
- ii. The drivers should have working knowledge of English and Tamil. The drivers of the tourist vehicles should wear proper uniforms and should be adequately trained in handling tourists.
- iii. The applicant should have proper parking space for vehicles.
- iv. A registered Tourist Transport Operator must submit a monthly report to the Department of Tourism in Form VIII.

## **7. Inspection Committee**

The Department of Tourism will appoint an Inspection Committee to conduct inspection of the Tour Operator/ Travel Agent/ Tourist Transport Operator. The inspection committee shall conduct an inspection and submit report to the Director of Tourism.

## **8. Powers and Functions of the Committee**

### **(a) Scrutiny of documents & Physical Inspection**

On receipt of application from the tourism service providers along with required documents, the Inspection Committee will scrutinize the submitted documents and conduct a physical inspection at the time slot selected by the applicant during the online submission of the Registration Form. The presence of facilities and services will be evaluated against the enclosed Checklist given in Form III.

### **(b) Inspection Report**

- (i) The Inspection Committee shall submit a detailed inspection report online to the Director of Tourism.
- (ii) In such cases where the Inspection Committee identifies rectifications to be made by the Tour Operator / Travel Agent/ Tourist Transport Operator, a report detailing the shortcomings will be uploaded online and communicated to the applicant.
- (iii) The applicant shall carry out the required rectifications and submit a compliance report online within 60 days.



### **(c) Re-inspection**

The Inspection Committee shall check the documents and confirm whether the changes are sufficient. The requirement of a physical re-inspection may be decided on a case-to-case basis.

### **(d) Rejection of Application**

In case of rejection of application, the Tour Operator / Travel Agent/ Tourist Transport Operator may reapply for fresh registration within 60 days from the date of rejection, after rectifying all the defects pointed out.

## **9. Refusal to register the Tourism Service Providers**

The Director of Tourism may refuse registration of the Tourism Service Providers under this Scheme on any of the following grounds:-

- (i) if the Tourism Service Providers is convicted of any offence under Chapters-XIV and XVI of the Indian Penal Code, 1860 (45 of 1860) or any offence punishable under any law providing for prevention of hoarding, smuggling or profiteering or adulteration of food or drugs or corruption and two years have not elapsed since the termination of the sentence imposed upon him;
- (ii) if the Tourism Service Providers, has been declared an insolvent by a court of competent jurisdiction and has not been discharged;
- (iii) if the premises of the Tourism Service Providers do not conform to the minimum standard;
- (iv) if the Tourism Service Providers does not possess any of the prescribed qualifications;
- (v) if the Tourism Service Providers, does not hold a certificate of registration required to be held by him under this Scheme;
- (vi) if in the opinion of the Director of Tourism, there is any other sufficient ground, for refusing registration;

## **10. Issuance of Certificate of Registration**

The Director of Tourism shall issue a certificate of registration to the Tour Operator / Travel Agent / Tourist Transport Operator based on the recommendations and report submitted by the Inspection Committee. The Department of Tourism reserves the right to accept or reject any application or issue instructions for revaluation as the case may be. This shall be downloaded online.

## **11. Renewal of Registration**

- (1) The application for renewal of registration has to be submitted online at least three months before the expiry of the registration to the Department of Tourism.



## 12. Periodic Inspection

- (1) The Director of Tourism can authorize an Inspection Committee/ officer appointed by him to inspect the premises of the Tour Operator/Travel Agent/ Transport Operator registered under this Scheme.
- (2) Any delay in the submission of application for renewal of registration will be accepted for a maximum period of two months from the expiry of registration with a penalty of Rs.2000/- (Rupees two thousand only) for each month of delay. If the application for renewal of registration is not submitted within two months after the expiry of the registration, then the registration will be cancelled and new application should be submitted for registration.
- (3) A registered tourism service provider must submit a monthly report to the Department of Tourism in the format specified in Forms VII & VIII.

## 12. Periodic Inspection

- (1) The Director of Tourism can authorize an Inspection Committee/ officer appointed by him to inspect the premises of the Tour Operator/Travel Agent/ Transport Operator registered under this Scheme.
- (2) Any deficiencies pointed out by the Inspecting Committee/ officer shall be informed to the Department, under a copy to the Tour Operator within one week from the date of inspection.
- (3) In case if there are any major deficiencies noticed, a maximum time of 60 days may be granted and the registration is suspended till such time the deficiencies are rectified. The applicant must not operate during the suspension period.
- (4) If the major deficiencies are not rectified within the maximum period of 60 days, and if there is no valid cause for non-rectification then the Director of Tourism shall cancel the registration of the said applicant.

## 13. Appeal

The Tour Operator /Travel Agent/Tourist Transport Operator may file an appeal against the cancellation order / rejection of application to the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, Chennai - 600 009 within 30 days from the date of communication of the order of the Director of Tourism and the decision of the Secretary to Government, Tourism Culture & Religious Endowments Department, Secretariat, thereupon shall be final.

## 14. Cancellation of Registration

The registration of the Tour Operator / Travel Agent / Tourist Transport Operator shall be liable for cancellation by the Director of Tourism, if the applicant is found operating in violation of the registration conditions and including the failure on the part of the operator to maintain requisite standards, reports of un-hygienic conditions, unlawful activities, malpractices, misbehavior with customers etc. The registration shall be liable for cancellation if the operator fails to submit the information as per Form VII / VIII on a monthly basis.

## 15. Power of amendments

The Secretary to Government, Tourism, Culture and Religious Endowments Department, Government of Tamil Nadu reserves the right to modify the Scheme/terms and conditions from time to time as is considered necessary



and appropriate and that shall be binding the Applicant / authorized legal representative of the Tour Operator / Travel Agent / Tourist Transport Operator.

#### **16. Other Provisions**

- (i) Any changes in the specifications/functioning of the Tourism Service providers should be informed to the Department of Tourism within one week
- (ii) The applicant shall follow the relevant Laws / Rules & Regulations prevalent in the State of Tamil Nadu.
- (iii) The applicant is fully responsible, accountable & liable for the operations. The Department of Tourism or the Government is not responsible or liable or accountable for any of the acts done by the Tourism Service provider or the participants.
- (iv) Registration of the application shall be finalized within 30 days from the date of receipt of compliance report, after all rectifications are incorporated.
- (v) The applicant shall comply with the Tax laws like, Income Tax Act, Good and Service Tax and other applicable Laws.
- (vi) The fee once paid will not be refunded or adjusted for future dues / penalty etc., under any circumstances.

#### **17. Grievance redressal mechanism**

The Department of Tourism is authorized to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / operator.

- (iv) Registration of the application shall be finalized within 30 days from the date of receipt of compliance report, after all rectifications are incorporated.
- (v) The applicant shall comply with the Tax laws like, Income Tax Act, Good and Service Tax and other applicable Laws.
- (vi) The fee once paid will not be refunded or adjusted for future dues / penalty etc., under any circumstances.

#### **17. Grievance redressal mechanism**

The Department of Tourism is authorized to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / operator.



**Form-I**  
(see clause 5 (1))

**APPLICATION FORM FOR REGISTRATION OF TOUR OPERATORS/TRAVEL AGENTS**

1	Name of the Applicant	
2	Registered Address	
3	Contact Number	
4	Email id	
5	Name of the Organization	
6	List of Directors / Partners or Name of the Proprietor	
7	Travel Agent / Tour Operator a. Standard b. Premium	
8	List the Services Offered	
9	Inbound / Outbound/ Domestic or all	
10	Branch office and details	
11	Type of the Organization	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____
12	Location Details	
13	Office Space (for each branch) a. Area in Sq. Ft. b. Facilities provided	
14	Staff Strength	
15	Qualification details of the Staff (Educational qualification and experience for all qualified staff members to be furnished)	
16	Documents Checklist: scanned copies to be uploaded. <input type="checkbox"/> Registration Certificate / Certificate of Incorporation <input type="checkbox"/> GST registration <input type="checkbox"/> PAN Card <input type="checkbox"/> Address proof (Head Office and Branch office, if any)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____



- Government of India (if any)
- Certificate showing Paid up capital and Turnover (Annexure V)
- Undertaking given by the Applicant in the prescribed format (Annexure VI)

	<input type="checkbox"/> Proof of Lease/ rent / ownership <input type="checkbox"/> Details of office premises including Blue Print/layout of the office <input type="checkbox"/> IT returns for the last two financial years <input type="checkbox"/> Staff list with designation, proof of address & Contact details <input type="checkbox"/> Proof of membership of Travel associations (if any) <input type="checkbox"/> Proof of approval by Ministry of Tourism, Government of India (if any) <input type="checkbox"/> Certificate showing Paid up capital and Turnover (Annexure V) <input type="checkbox"/> Undertaking given by the Applicant in the prescribed format (Annexure VI)	
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Place:

Date:

Name & Signature of Applicant



**Form-II**  
**(see clause 5 (1))**

<b>APPLICATION FORM FOR REGISTRATION OF TOURIST TRANSPORT OPERATOR</b>		
1	Name of the Applicant	
2	Correspondence Address	
3	Contact Number	
4	Email id	
5	Name of the Organization	
6	Tourist Transport Operator a. Standard b. Premium	
7	List of Directors / Partners or name of the Proprietor.	
8	Number and Type of vehicles	
9	Branch details	
10	Routes of operation	
11	Type of the Organization	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____
12	Office Space (for each branch) a. Area in Sq. Ft. b. Facilities provided	
13	Staff Strength	
14	Qualification details of the Staff  (Educational qualification and experience for all qualified staff members to be furnished)	
15	Documents Checklist scanned copies to be uploaded.  <input type="checkbox"/> Company Registration Certificate <input type="checkbox"/> GST registration <input type="checkbox"/> PAN Card <input type="checkbox"/> Address Proof (Head Office and Branch office, if any)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____



<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of Lease rent / ownership</li> <li><input type="checkbox"/> Details of office premises and parking space including Blue Print/layout of the office</li> <li><input type="checkbox"/> List of Directors / Partners or name of the Proprietor.</li> <li><input type="checkbox"/> A copy of IT returns for the last two financial years.</li> <li><input type="checkbox"/> Proof of permits issued by State Transport Authority/ Road Transport Authority or any other relevant authority for commercial tourist vehicles/boats etc.</li> <li><input type="checkbox"/> Proof of approval of Ministry of Tourism, Government of India (if any)</li> <li><input type="checkbox"/> Proof of documents of vehicles in the name of the company expect where the owner is a Proprietor.</li> <li><input type="checkbox"/> List of registered vehicles in the prescribed format (Annexure IV)</li> <li><input type="checkbox"/> List of drivers with driving license</li> <li><input type="checkbox"/> Staff list with designation, proof of address &amp; Contact details</li> <li><input type="checkbox"/> Certificate showing Paid up capital and Turnover (Annexure V)</li> <li><input type="checkbox"/> Undertaking given by the Applicant in the prescribed format (Annexure VI)</li> </ul>	
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### Form- III

(see clause 8 (a))

#### Checklist for Registration or Renewal of the Tourism Service Providers.

Sl.No	Subject / facility	Standard (Tourism Service provider)	Premium (Tour Operator/ Travel Agent)	Premium (Tourist Transport Operator)	Input by the Operator (Yes/No)	Comments by the Inspection Committee
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	Registration Certificate	M	M	M		
2	GST Certificate	M	M	M		
3	PAN Card	M	M	M		
4	IT Returns for 2 years (The condition can be relaxed for businesses incorporated within the last two years)	M	M	M		
5	Registered Office	M	M	M		
6	Minimum requirement of Paid Up Capital	Rs. 1 lakh	Rs. 3 lakh	Rs. 3 lakh		
7	Minimum requirement of Annual Turnover	Nil	Above 1 Cr	Above 1 Cr		
8	Minimum period of Operational experience prior to submission of Application	Nil	5 years	5 years		



9	Qualification Requirement of staff as per Scheme	M	M	M		
10	Office should be easily accessible and equipped.	D	M	M		
11	There should be sufficient space for reception and easy access to toilet facilities	D	M	M		
12	Client register to track details	M	M	M		
13	Office space requirement	Nil	300sqft. Hilly areas – 150 sqft.	300 sqft. Hilly areas – 150 sqft.		
14	Employing only approved guides	M	M	M		
15	Bookings with registered operators	M	M	M		
Specific Points for Tourist Transport Operators						
16	Minimum requirement of Vehicles for TTO	2 vehicles	NA	4 vehicles		
17	Vehicle Permit for all vehicles	M	NA	M		
18	Working knowledge of languages - drivers	M	NA	M		



19	Proper uniform for drivers	M	NA	M		
20	Proper parking space for the vehicles	M	NA	M		

19	Proper uniform for drivers	M	NA	M		
20	Proper parking space for the vehicles	M	NA	M		



**Form- IV**

**(see clause 5 (3) (ii))**

**Particulars of vehicles of TTO**

*(For Tourist Transport Operators only)*

*(All vehicles should be in the name of the company/ proprietor. Copies of Registration Certificate and Tourist Permit should be attested. More columns may be added for extra vehicles.)*

Sl. No	Type of Vehicle	Registered in the name of	Registration No. / date	RC validity date	Tourist permit	Tourist permit dated	Others/Remarks

Place:

Date:

Name & Signature of Owner



Form-V

(see clause 5(3)(i)(ii))

**Certificate showing Paid Up Capital & Turnover of the Tourism Service Provider**

This is to certify that Mr./Mrs./Ms ..... is the proprietor  
...../Director of the Company ...../ Partner of the firm  
..... A copy of the partnership agreement/ proprietorship/ registration of  
the company is enclosed.

This is to further certify that the paid up capital of the company/ partnership firm/  
proprietorship is Rs. .... as on 31/03/2022.

Further it is certified that the total turnover from tour operation for the last five  
financial years is as below:

Year	Total Turnover
2017 - 2018	
2018 - 2019	
2019 - 2020	
2020 - 2021	
2021 - 2022	

The aforesaid information are true to the facts best known to me and are based  
on the audited balance sheet, Profit & Loss A/c and Income tax returns filed by the  
Company for the respective financial years.....

Place:

(Proprietor/ Director/ Partner)

Date:

(Chartered Accountant)

Membership No.



**Form- VI**

**(see clause 5(3) (i) and (ii)**

**FORMAT FOR UNDERTAKING**

*(to be given by the Owner/ authorized legal representative of the Tour Operator/Travel Agent/Tourist Transport Operator)*

To

The Director,

Department of Tourism

Tamil Nadu Tourism Complex

No.2,Wallajah Road, Chennai-600 002

I have read and understood all the terms and conditions mentioned in the Scheme with respect to the approval and registration or renewal of the Registration and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein.

I am well aware that concealment of facts and giving false information or concealment of facts herein, I will be liable for the civil and criminal action under the relevant provisions of law.

I also undertake that the registration availed by me by furnishing such false information or concealment of facts shall be liable to be summarily cancelled.

Place :

Date :

Signature of Owner/ Authorized legal  
representative of Tour Operator/Travel

Agent/Tourist Transport Operator

Name:

Address with contact No.,

E Mail Id:



**Form- VII**

**(see clauses 6 (b) (iii) and 11 (3))**

**Monthly Data Report for Tour Operators/ Travel Agent**

1	Volume of International Tourists handled Volume of Domestic Tourists handled	
2	No. of International Tours handled No. of Domestic Tours handled	
3	Source market wise split of international and domestic tourists	

**Form- VII**

**(see clauses 6 (b) (iii) and 11 (3))**

Place:

**Monthly Data Report for Tour Operators/ Travel Agent**

Date:

1	Volume of International Tourists handled Volume of Domestic Tourists handled	Name & Signature of Owner
2	No. of International Tours handled No. of Domestic Tours handled	
3	Source market wise split of international and domestic tourists	

Place:

Date:

Name & Signature of Owner



**Form – VIII**

**(see clauses 6 (c) (iv) and 11 (3))**

**Monthly Data Report for Tourist Transport Operator**

1.	Volume of International Tourists handled Volume of Domestic Tourists handled	
2.	No of Tours handled	
3.	Source market wise split of international and domestic tourists	

**(see clauses 6 (c) (iv) and 11 (3))**

Place:

Date:

Volume of International Tourists handled Volume of Domestic Tourists handled	Name & Signature of Owner
No of Tours handled	
Source market wise split of international and domestic tourists	<b>Chandra Mohan.B</b> <b>Principal Secretary to Government</b>

//True Copy//

Place:

Date:

  
Section Officer 17/12/2023  
  
Name & Signature of Owner

**Chandra Mohan.B**  
**Principal Secretary to Government**