



**Government of Goa
Department of Tourism
1st Floor, Paryatan Bhavan, Patto - Panaji
Goa - 403001**

APPLICATION FOR REGISTRATION OF NEW TRAVEL AGENCY AND TOUR OPERATER/RENEWAL OF EXISTING TRAVEL AGENCY AND TOUR OPERATOR

FORM - III
(See Rule 3)

To,

The Prescribed Authority,

North Zone Office,
1st Floor, Paryatan Bhavan, Patto -
Panaji
Goa - 403001

South Zone Office,
Block No.43, Ground Floor,
Mathany Saldanha Administrative
Complex,
Margao Goa - 403601



Sir,

I/We request that I/We may be registered as Travel agent/Excursion agent/Tour Operator within the meaning of Goa Registration of Tourist Trade Act, 1982 for the year _____. The other particulars are as under

New Registration Renewal In case of renewal, enter Certificate No

The particulars required for the purpose are given herein below:-

REGISTRATION TYPE Travel Agent Tour Operators Excursion Agent

Operated by* Individual Company Nationality (Company / Individual)

If Company Private Ltd. Public Ltd.

1 Details of the person/company with full address intending to operate or is already operating as Travel Agent

NAME*

ADDRESS*

VILLAGE/TOWN*

TALUKA* PINCODE*

TELEPHONE NO MOBILE NO*

AADHAAR NO PANCARD*

(In case of Individual)

EMAIL-ID

2 Name of the proprietors(in case of company, authorized signatories, in case partners name of all the partners)

SR NO	NAME*	MOBILE NO*	AADHAR NO	PANCARD NO

3 Tourist area for operating business*

Taluka*

Place*

4 Name of the firm and its registered address with Tel. Nos.

NAME OF THE FIRM*

ADDRESS*

VILLAGE/TOWN*

TALUKA* PINCODE*

WEBSITE*

OFFICE NO* MOBILE NO

EMAIL ID

For office use only	
Inward ID: _____	Form Processing <input type="checkbox"/> Data Entry <input type="checkbox"/> Doc Uploaded
Inward _____	Status <input type="checkbox"/> Application Verified

Enclosures:- Tick mark necessary documents enclosed with the application form													
Document Type													
<input type="checkbox"/> Last 6 months Bank Account statement*	Bank Name												
	Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Muncipal/Panchayat licence *	NOC/Doc No												
	Validity	D	D	M	M	Y	Y	Y	Y				
	Issue Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> NOC for display of signboard from Municipality/Panchayat *	NOC/Doc No												
	Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Particulars of services to be provided to tourists.*													
<input type="checkbox"/> Copy of income tax filed for last financial year. *	Doc No												
	Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Certificate of Incorporation from Registrar of Companies.*	Doc No												
	Issue Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Travel agent licence issued by Directorate of Transport (if applicable).	NOC/Doc No												
	Validity	D	D	M	M	Y	Y	Y	Y				
	Issue Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> A copy of lease agreement of the premise (incase premises are leased).	NOC/Doc No												
	Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Ownership Document (in case premises is owned.)	Document No:												
	Validity Date:	D	D	M	M	Y	Y	Y	Y				
	Issue Date:	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Authority letter from other transport office/travel agents/IATA for booking seats on their behalf (incase providing airlines bookings or if tie up with other state transport office).	Reg No												
	Date	D	D	M	M	Y	Y	Y	Y				
<input type="checkbox"/> Balance sheet and Profit & loss statement pertaining to the travel business, as prescribed under the company law (if applicable).	Name of Auditor												
	Financial year	Y	Y	Y	Y	-	Y	Y	Y	Y			

Other Document (Specify name and other details in the space provided below)													
1	NOC/Doc No												
	Validity Date	D	D	D	M	M	M	Y	Y	Y	Y		
	Issue Date	D	D	D	M	M	M	Y	Y	Y	Y		
2	NOC/Doc No												
	Validity Date	D	D	D	M	M	M	Y	Y	Y	Y		
	Issue Date	D	D	D	M	M	M	Y	Y	Y	Y		
3	NOC/Doc No												
	Validity Date	D	D	D	M	M	M	Y	Y	Y	Y		
	Issue Date	D	D	D	M	M	M	Y	Y	Y	Y		
4	NOC/Doc No												
	Validity Date	D	D	D	M	M	M	Y	Y	Y	Y		
	Issue Date	D	D	D	M	M	M	Y	Y	Y	Y		
5	NOC/Doc No												
	Validity Date	D	D	D	M	M	M	Y	Y	Y	Y		
	Issue Date	D	D	D	M	M	M	Y	Y	Y	Y		

Note: 1 All documents should be self attested by the applicant.

2 In case of multiple NOC/Certificate/Insurance please fill details in "Other Document" section as mentioned above.

3 In case of more than 5 other documents please provide details on additional blank page.