



# **GHANA TOURISM AUTHORITY**

**APPLICATION FOR REGISTRATION OF**  
**TRAVEL / TOUR ESTABLISHMENT**



# GHANA TOURISM AUTHORITY

## APPLICATION FOR REGISTRATION OF TRAVEL / TOUR ESTABLISHMENT

File No.:

### APPLICANT

Name of Applicant:

Nature of Business: Travel  Tour  Travel/Tour

Location:  Street Name:

Postal Address:  Town/City  Postal Code  Country

Telephone No(s):  GP Digital Address:

E-mail Address/website

Banker(s):

Name of certified Accountants/Auditor Firm:

Type of Entity (e.g. Sole Proprietor / Partnership- Public or Private Limited Liability Company / Cooperative Society):

Ownership (Private Ghanaian/State Owned/Foreign Owned/Joint Ghanaian/Joint Foreign etc)

Ownership Structure Local Private % Local Public % Foreign %

### PARTICULARS OF SHAREHOLDERS

NO.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	SHAREHOLDING %	AMOUNT PAID GH¢
i					
ii					
iii					
iv					

**PARTICULARS OF DIRECTORS**

NO.	NAME	NATIONALITY	PROFESSION / OCCUPATION	DOMICILE
i				
ii				
iii				

**TOTAL INVESTMENT OF PROJECT****MANAGEMENT AND STAFF IN LINE WITH ESTABLISHMENT**Managers Full Name: Age: 20-29  30-39  40-49  50+ Nationality:  Telephone: E-mail: Highest Academic Qualification: Professional Qualification: Experience: 

(Attach photocopies of certificates)

**DETAILS OF OTHER QUALIFIED STAFF**

NAME	QUALIFICATION	JOB DESCRIPTION/ EXPERIENCE

List of Branch Office (if applicable)

(i) **PARTICULARS OF RENTAL VEHICLE/S** (if applicable)Total No. Of Vehicles:  Vehicle Type: No. of Saloon  Buses  4x4  Others

VEHICLE REG.NO	CHASSIS NO	MODEL / YEAR OF MAKE	SEATING CAPACITY	TYPE OF INSURANCE

(Attach Photocopies of the Following Documents)

- ROADWORTHY CERTIFICATE
- INSURANCE POLICY
- DRIVING LICENSE

I APPLY FOR THE REGISTRATION OF.....  
AND DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE.

DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

***INFORMATION PROVIDED IS CONFIDENTIAL***

***For Office Use Only***

Application Receipt No.:.....

Registration. Receipt No.:.....

Sticker No. Issued: .....

Date:.....

Manager's Signature / Stamp:.....

**GHANA TOURISM AUTHORITY**  
**TRAVEL / TOUR MANDATORY REQUIREMENTS**  
**ATTACH RELEVANT DOCUMENTS (WHERE APPLICABLE)**

**1. CERTIFICATE**

- Certificate of Incorporation
- Certificate to Commence Business
- Company regulations
- An Acceptance Letter from Certified Accountants/ Auditors Firm

**2. REGISTERED OFFICE**

- Front office
- Telephone
- Fax machine
- Safe
- Washroom facilities
- Car park
- Directional signs
- Doors and Windows should have adequate protection against burglary

**3. PERSONNEL**

- The Manager and at least one other officer should have successfully completed certified ticketing course or IATA/ UFTA Diploma and additional two (2) years experience within the last four (4) years with an IATA approved agency or airline (Applicable to Travel Agency)
- The Manager and at least one other officer should have successfully completed Degree in Tourism or certified Courses with competency in Tour Guiding / Ground Handling (Tour operators)

**4. PROOF OF BANK ACCOUNT IN THE NAME OF THE COMPANY**

**5. BASIC OPERATIONAL INFORMATION**

- Reservation System
- GTA Information Materials / Other Promotion Materials
- Planned tour programme (Tour Operators)

**6. PAYMENTS**

- Application Form - GH¢ 20.00
- Registration Fee (one- time payment) - GH¢ 2,500.00
- Licence Fee (Annually) - IATA=GH¢250.00, NON-IATA=GH¢200.00
- 1% Tourism Levy

**LICENCE RENEWAL**

\*Renewal of license is subject to the following:

- a. Mandatory Submission of Annual Operational Returns/ Auditor's Report
- b. According to section 3 of Tourism ACT 2011

For further information contact GTA @ ghana.travel or GTA regional offices

