

"FORM T.T.O."

[See rule 81 of Delhi Motor Vehicles Rules, 1993]

**APPLICATION FOR A LICENCE AS TRAVEL AGENT/TOUR OPERATOR/EXCURSION AGENT/TOURIST
TRANSPORT OPERATOR ETC**

To

The Licensing Authority (Tourism),
Tourism Department,
Govt. of N.C.T. of Delhi

Sir/Madam,

I hereby apply for the license of a Tour Operator/Travel Agent/Excursion Agent/Tourist Transport Operator, as per rules 2(t) and 81 of the Delhi Motor Vehicle Rules, 1993, for which I hereby tender registration fee of Rs. 5,000/- and Security Deposit of Rs. 10000/-, as prescribed under the same.

The particulars required for the purpose are given hereunder:-

1. Name of the person/firm with address(s).....
.....
.....
2. Year the firm started working.....
3. Whether the firm is proprietor/partnership/Private or public limited company (please attach copy of document in support)
.....
.....
4. Month and date when the firm was registered (with documentary proof)
.....
.....
5. Financial Status (please attach latest Balance Sheet and Profit & Loss A/c).....
6. Name(s) of the Director (s)/Partner(s) etc.-.....
.....
7. Details of interests, if any, in any other business of the Director(s)/ Partner (s), etc.....
.....
8. Name of the bankers
9. Pan Card No..... (ii) Service Tax No.....
10. Activities undertaken by the firm besides tourism.....

11. Any other Branch (s) of the firm in the country with complete address (s)
.....
.....
12. Particulars of foreign firms with complete address and details (applicable in case of joint venture with foreign companies)
.....
13. In case of any tie-up with airlines/carriers, Registration No. and date
(with true copy attached).....
14. Parking space available/proposed to be used (applicable only for excursion agents/tourist transport operators etc).....
15. In case the agency is providing vehicles to the tourist information in Annexure-I & Annexure-II, if not than Annexure-III is to be given.

I hereby declare that to the best of my knowledge and belief, the particulars given above are true and correct and I undertake to abide fully by the terms and conditions of the license.

Yours faithfully,

(SIGNATURE OF THE APPLICANT/
DIRECTOR/PARTNER, ETC. WITH SEAL)"

Date.....

Place.....

MODEL OF UNDERTAKING /SELF-DECLARATION FORM

**SELF -DECLARATION FOR GETTING SERVICES FROM GOVERNMENT
DEPARTMENT / LOCAL BODIES / AUTONOMOUS INSTITUTIONS UNDER
THE GOVERNMENT OF NCT OF DELHI**

The written declaration as given hereunder will be included at the end of the application form for seeking the services: _____, Age _____ years resident of _____ running business at _____do hereby affirm and declare that the information given above and in the enclosed documents is true and correct 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 is punishable offence and in case I am guilty of giving false information or concealment of facts herein, I will be liable to be furbished with imprisonment and / or fine as per the relevant provisions of law. I also undertake that the benefits availed by me by furnishing such false information or concealment of the facts shall be liable to be summarily withdrawn

Signature _____

(_____)

Place DELHI

Annexure-I

Name of the Agency:-----

Address of the Agency :- -----

Contact No. of the Agency :-----

FAX no. of the Agency :-----

email address of the agency:-----

S. No.	Make & Model of Vehicle	Registration No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Signature
With seal of the Authorized perusal

Annexure-II

Name of the Agency:-----

Address of the Agency :- -----

Contact No. of the Agency :-----

FAX no. of the Agency :-----

email address of the agency:-----

S. No.	Name	Post (Driver or Helper of the Vehicle)	Working Since	PSV Badge No of the Driver
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

PSV Bedge No:- Public Service Vehicle Badge No.

Note:- Police Verification of the Drivers and Helpers Must be enclosed with the Annexure-II. In case PSV No. is issued or available with the Driver than Verification of the Drivers by the Police Department is not needed.

Signature
With seal of the Authorized personnel

Annexure –III

Name of the Agency: -----

Address of the Agency : -----

Contact No of the Agency: -----

FAX No of the Agency -----

e-mail address of the agency: -----

DECLARATION

I _____, **Director/Proprietor/Partner** Authorized Signature
of **M/s** _____ Service is functioning as Tour
Operator/ Travel Agent/ Tourist Transport Operator/ Excursion Agent. I
declare that we are not providing any Vehicle(S) to tourist or proving vehicle
service.

If at any given time in future the same is provided, I will inform the Licensing
Authority, Department of Tourism, Government of NCT of Delhi with details
in Annexure-I & Annexure-II of the application form "Form T.T.O."

Signature
With seal of the Authorized Person

List of Employees

Date ____/____/____

Name of employee/ Staff other than Driver

S. No.	Name of Employees	Designation	Working Since	Working till
1				
2				
3				
4				

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Director/Proprietor/ Partner