



Tourism Authority

Application for a Tourist Enterprise Licence

OPERATING TRAVEL AGENCY - Checklist

1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none">- National Identity Card- Business Registration Card
Company	<ul style="list-style-type: none">- Business Registration Card- Certificate of Incorporation- Letter from Company's Secretary certifying shareholding structure stating the names and nationalities of directors and shareholders, and respective number of shares
Société	<ul style="list-style-type: none">- Business Registration Card- Acte de Société or Partnership deed- List of directors and partners of the Partnership, specifying their respective nationalities and certified by the Managing Director (Gérant)

- 2) Title deed/Lease agreement
- 3) Non-citizens- to submit Business Plan (template available)
- 4) Location/Site Plan (3 copies)
- 5) Master layout Plan indicating area (in m²) of all relevant parts pertaining to operations (3 copies)
- 6) Building and Land Use Permit (BLP) or Letter of no objection from respective Local Authority
- 7) Project write-up (including IATA affiliation) OR Letter of intent from an IATA registered travel agency.

All travel agency applying for TEL shall be IATA registered