

**Application for a Tourist Enterprise Licence**

**WORKING AS TOURIST GUIDE-TOURIST GUIDE EMPLOYED BY A TOUR OPERATOR– Checklist**

Note: For Tourist Guides employed by a tour Operator, an umbrella Tourist Enterprise Licence (TEL) will be issued, on the name of the Tour Operator.

- 1) The Tour Operator shall meet the following criteria.
  - i. be either in the category of a Destination Management Company (DMC) OR Tour Organiser,
  - ii. reckons at least 5 years' experience in the respective category.
  - iii. either shows proof of having organized training courses for tourist guides and submit the respective syllabus to the Authority or submits qualifications/certificates and experience from a recognized institution and experience of the proposed tourist guide.
- 2) The Tour operator shall submit a new application for 'working as tourist guide employed by a Tour Operator' in the name of the Tour Operator (the Name of the Tour Operator to be specified), along with an application fee and the following documents.
  - i. Copy of the valid TEL of the Tour Operator
  - ii. List of names of the guides and copies of the National Identity Cards
  - iii. Valid certificates of character of the guides
  - iv. First aid certificate of the guides (if available) and in case the guides would not be involved in hiking or trekking activities
  - v. Submits qualifications/certificates and experience from recognized institutions
  - vi. A project write up of the tour operator, describing the activity, sites/tour and proposed circuits/itineraries, including a Risk Assessment Plan, Safety and Security Plan and Emergency plan including rescue protocol

**Additional Information:**

- 3) The Licence fee shall be payable according to the number of guides employed by the Tour operator;
- 4) The names of the Tourist Guides shall be attached to the TEL;
- 5) The Tour operator shall provide an identification badge to each tourist guide, with the name of the guide and TEL number of the specific umbrella licence issued to the Tour Operator thereon;
- 6) For the renewal of the TEL, only the application for renewal of the TEL to be submitted, together with the list of names of the current tourist guides employed.
- 7) For any change in the tourist guides employed by the Tour Operator, an application for variation of the TEL shall be submitted by the Tour Operator to add or remove any guide's name from the TEL.
- 8) If a new guide is to be added on the TEL, either the Tour Operator carries its training and submits a certificate to that effect or the new guide shall be holder of a certificate in tour guiding from a recognized institution.