

REQUIREMENTS	
FOR NEW APPLICATION	FOR RENEWAL
<input type="checkbox"/> 1. Two (2) copies of duly accomplished New Application Form	<input type="checkbox"/> 1. One (1) copy of duly accomplished Renewal Form
<input type="checkbox"/> 2. Bio-data, photo and business cards of Official and Alternate Representatives (Official Representative should hold a position of responsibility including but not limited to the position of either President, Chief Executive Officer, Chief Operating Officer, Managing Director, Executive Vice-President, Proprietor, Principal, General-Manager, and Country Manager).	<input type="checkbox"/> 2. (For New Official & Alternate Representative) Bio-data, photo and business cards of Official and Alternate Representatives (Official Representative should hold a position of responsibility including but not limited to the position of either President, Chief Executive Officer, Chief Operating Officer, Managing Director, Executive Vice-President, Proprietor, Principal, General-Manager, and Country Manager).
<input type="checkbox"/> 3. Photocopy of valid LGU license registered as a TRAVEL AGENCY. (Business Permit)	<input type="checkbox"/> 3. Photocopy of valid LGU license registered as a TRAVEL AGENCY. (Business Permit)
<input type="checkbox"/> 4. List of Company Employees, Address, Position & Date of Employment (at least minimum of three (3) full time employees)	<input type="checkbox"/> 4. Latest 1 month receiving copy of Proof of Employees Contribution for SSS – Waived temporarily in consideration/ and while Covid-19 Pandemic is still present.
<input type="checkbox"/> 5. Latest 3 months latest receiving copy of Proof of Employees Contribution each for SSS.	<input type="checkbox"/> 5. List of Employees
<input type="checkbox"/> 6. Photo of Exterior & Interior of Office (Office Location must be in Commercial Area or in the Commercial Section of a Residential Area. Must have a minimum office space of 18 sq.m.). Office of Travel Agency should be detached or independent from the residence of the owner.	<input type="checkbox"/> 6. For home based travel agency whose Physical Office is temporarily closed. Photocopy of Valid Barangay Clearance/Permit to be re-validated every year until Covid-19 situation improves plus filled up declaration form (Annex A of the DOT MC-2020-005)
<input type="checkbox"/> 7. A NON-REFUNDABLE application fee of PHP2, 000.00, plus the applicable annual due of PHP6, 000.00 for Manila and Provincial prior to induction.	<input type="checkbox"/> 7. Membership Annual dues of PHP6, 000.00 for Manila and Provincial, plus PHP1,500.00 penalty for late renewal. (Waived for 2022 Renewal)
<input type="checkbox"/> 8. Formal letter of application on company letterhead stating the purpose of joining the Association.	<input type="checkbox"/> 8. Member must be in good standing with no pending obligation, monetary issues, pending administrative case with PTAA.
<input type="checkbox"/> 9. Must be in operation for at least one (1) year.	
<input type="checkbox"/> 10. Certificate of Training/Seminars on Travel Management Course/Basic Ticketing, accredited by DOT, of the Official Representative (should have at least 2 solid years of experience in the travel industry).	
<input type="checkbox"/> 11. Two (2) Sponsorship letter from REGULAR PTAA Member; one (1) of which should be from an IATA accredited PTAA member.	
<input type="checkbox"/> 12. List of the Names of the Organizations/Businesses/ Suppliers with whom you are currently engaged in business	

ADDITIONAL REQUIREMENTS FOR		
SINGLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
<input type="checkbox"/> Photocopy of DTI Business Registration and Certification with Application Form	<input type="checkbox"/> Photocopy of Partnership Resolution stating the name of authorized person(s) to sign in behalf of the Company when dealing with government agencies and the PTAA, as submitted to LGU .	<input type="checkbox"/> Photocopy of Board Resolution stating the name of authorized person(s) to sign in behalf of the Company when dealing with government agencies and the PTAA, as submitted to LGU .
<input type="checkbox"/> The main business of the company should be travel related. Proof of having minimum paid-up capital of PHP500,000.00 for applicants from Metro Manila & First Class Cities and PHP300,000.00 from provinces with additional requirement of an endorsement from their respective local government units. (Photocopy of latest AFS).	<input type="checkbox"/> The main business of the company should be travel related. Proof of having minimum paid-up capital of PHP500,000.00 for applicants from Metro Manila & First Class Cities and PHP300,000.00 from provinces with additional requirement of an endorsement from their respective local government units. (Photocopy of latest AFS and initial GIS submitted).	<input type="checkbox"/> The main business of the company should be travel related. Proof of having minimum paid-up capital of PHP500,000.00 for applicants from Metro Manila & First Class Cities and PHP300,000.00 from provinces with additional requirement of an endorsement from their respective local government units. (Photocopy of latest SEC General Information Sheet)
	<input type="checkbox"/> Photocopy of Articles of Incorporation and By-Laws (NO NEED FOR RENEWAL)	<input type="checkbox"/> Photocopy of Articles of Incorporation and By-Laws (NO NEED FOR RENEWAL)

IMPORTANT:

1) **SUBMIT COMPLETE REQUIREMENTS IN PERSON OR VIA COURIER SERVICE ONLY. ***

2) **Original Documents are advised to be submitted to support the photocopies of requirements, to be returned upon validation.**

3) **PLEASE DO NOT TRANSMIT VIA E-MAIL.**