

NAME OF COMPANY: _____ HEAD OFFICE : _____ BRANCH OFFICE: _____

ADDRESS: _____

Official E-MAIL: WEBSITE:	TELEPHONE(S): (with area code) MOBILE NUMBER(S): (for text connect) FAX: (with area code)
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Date Established/Incorporated: _____ DOT Accreditation (if any): _____

LGU License No.: _____ IATA Code No. (If any): _____

TYPE OF OWNERSHIP: Corporation Partnership Single Proprietorship

SERVICES OFFERED:

WHOLESALER INBOUND TICKETING ONLY TRANSPORT OPERATOR

RETAILER OUTBOUND LOCAL TOUR OPERATOR

MEMBERSHIP IN OTHER TOURISM ASSOCIATIONS:

AFTA PATA PIATA SKAL MNL QCTAA

ASTA PATTO NAITAS TPB OTHERS: _____

HRAP PHILTOA SKAL MKT WIT _____

REPRESENTATIVES:	NAME	DESIGNATION
OFFICIAL:	_____	_____
	Email add: _____	Birthday _____
ALTERNATE	_____	_____
	Email add: _____	Birthday _____

KEY COMPANY OFFICIALS: (use separate sheet if necessary)

NAME	DESIGNATION
_____	_____
_____	_____

Oath of Undertaking

We hereby certify that all informations given above are true and correct to the best of our knowledge. We further certify that our company's stockholders are of good credit standing. We fully understand that any false information given above can be grounds for rejection of our application for membership or expulsion from PTAA. We are also aware that these informations will be circulated to the general membership of the Association. In case our application is denied, PTAA is not obliged to give reason for the denial. If accepted, we will abide by the PTAA By-Laws, Code of Ethics, and Inter-Agency Standard Policies and Rules & Regulations as may be promulgated by the Association.

Signature of OR over printed name **Signature of AR over printed name** **Date Accomplished**

- REQUIREMENTS FOR REGULAR MEMBERSHIP RENEWAL**
- 1. Two (2) copies of duly accomplished Renewal Form
 - 2. Bio-data, photo and business cards of Official/Alternate Representatives (Official Representative should holds 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. Non-compliance of the position requirement means waiving the right to be nominated come annual election).
 - 3. Photocopy of valid LGU license registered as a travel agency. (Business Permit)
 - 4. Photocopy of latest SEC General Information Sheet (for corporations and partnership) or DTI Business Registration with Application Form (for single proprietorship). Applicants from Metro Manila and First Class Cities from provinces shall be required to have a minimum paid-up capital of **Php500,000.00**. Applicants from all other cities shall have a minimum paid-up capital of **Php300, 000.00** and an additional requirement of an endorsement from their respective local government units. The main business of the company should be travel related.
 - 5. 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.
 - 6. List of Company employees, address, position and date of employment. (At least minimum of three (3) full time employees).
 - 7. Latest 3 months receiving copy of Proof of Employees Contribution each for SSS, Philhealth and PAG-IBIG
 - 8. Photo of exterior and interior of office. (Office location must be in a Commercial Area or in the Commercial Section of the Residential Area).
 - 9. Non-refundable Annual Dues of **₱ 6,000.00** and **Php3, 000.00** for **Manila** and **Provincial** respectively plus P1, 500.00 penalty for late renewal. However, for Provincial – General Membership Meeting (GMM) attendance meal will be charged accordingly.

OFFICE USE ONLY		
Received with complete requirements by:	Endorsed/Approved by:	Date
	Ocular Inspection by:	
Receipt no.:	Membership Committee Chair:	
Issued by:	VP-Administration:	
Date:	Board of Trustees:	