

**PHILIPPINE TRAVEL AGENCIES ASSOCIATION
MEMBERSHIP FORM 2019**

REGULAR					
FILE NO.	R	E	-		

- NEW APPLICATION
 RENEWAL

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

ADDRESS: _____

<p>E-MAIL: (personal / office)</p> <p><input type="checkbox"/> Okay to publish personal e-mail address <input type="checkbox"/> Not to publish</p> <p>WEBSITE:</p>	<p>TELEPHONE(S): (with area code)</p> <p>MOBILE NUMBER(S): (personal / office)</p> <p><input type="checkbox"/> Okay to publish personal mobile number (s) <input type="checkbox"/> Not to publish</p> <p>FAX: (with area code)</p>
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Date Established/Incorporated:	DOT Accreditation (if applicable):
LGU License No.:	IATA Code No. (if applicable):

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 OTHERS: _____
 ASTA PATTO NAITAS TPB _____
 HRAP PHILTOA SKAL MKT WIT _____

	NAME	DESIGNATION
OFFICIAL:	_____	_____
	(PERSONAL EMAIL)	(MOBILE NUMBER)
ALTERNATE:	_____	_____
	(PERSONAL EMAIL)	(MOBILE NUMBER)

KEY COMPANY OFFICIALS: (use separate sheet if necessary)

NAME	DESIGNATION	E-MAIL	MOBILE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____

Oath of Undertaking

We hereby certify that all the above information 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 information 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 over printed name of OR	_____ Signature over printed name of AR	_____ Date Accomplished
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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:	

GENERAL REQUIREMENTS

FOR NEW APPLICATION	FOR RENEWAL
<input type="checkbox"/> 1. Two (2) copies of duly accomplished New Application Form	<input type="checkbox"/> 1. Two (2) copies 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. 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. List of Company Employees, Address, Position & Date of Employment (at least minimum of three (3) full time employees)
<input type="checkbox"/> 5. Latest 3 months latest receiving copy of Proof of Employees Contribution each for SSS.	<input type="checkbox"/> 5. Latest 3 months latest receiving copy of Proof of Employees Contribution for SSS.
<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. 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"/> 7. A NON-REFUNDABLE application fee of PHP2, 000.00 , plus the applicable annual due of PHP6, 000.00 for Manila and PHP3, 000.00 for Provincial prior to induction. However, for Provincial-General Membership Meeting (GMM) attendance meal will be charged accordingly.	<input type="checkbox"/> 7. A NON-REFUNDABLE assessment fee of PHP2, 000.00 , which will be deducted from the applicable annual due of PHP6, 000.00 for Manila and PHP3, 000.00 for Provincial plus PHP1,500.00 penalty for late renewal. However, for Provincial-General Membership Meeting (GMM) attendance meal will be charged accordingly.
<input type="checkbox"/> 8. Formal letter of application on company letterhead stating the purpose of joining the Association.	
<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)

NOTE: SUBMIT COMPLETE REQUIREMENTS IN PERSON OR VIA COURIER SERVICE ONLY. PLEASE DO NOT TRANSMIT VIA E-MAIL.