



REPUBLIC OF GHANA

**TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION
AND LICENSING) REGULATIONS, 2019**

(L.I. 2389)

**TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019**

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IN exercise of the power conferred on the Minister responsible for Tourism by section 48 of the Tourism Act, 2011 (Act 817) and on the recommendations of the Board, these Regulations are made this 30 day of August, 2019.

Registration and licensing of travel trade enterprise

Registration of travel trade enterprise

1. (1) A person who intends to operate a travel trade enterprise shall register the enterprise with the Authority in accordance with sections 25, 26, 27 and 28 of the Act.

(2) An application for registration of a travel trade enterprise shall be made in writing as set out in Forms One A, B, C, D or E of the First Schedule.

(3) The items for payment specified under item 5 in the mandatory requirements for car rental set out in Form One B is subject to review by the Authority.

(4) The list of mandatory requirements specified under Form One E is subject to review by the Authority.

Licence for travel trade enterprise

2. (1) A person shall not engage in the business of providing services as a travel trade enterprise if that person does not have a licence for that purpose issued by the Authority in accordance with sections 25, 26, 27 and 28 of the Act.

(2) For purposes of subregulation (1), the business of providing a service as a travel trade enterprise does not include acceptance of bookings

(a) relating to a scheduled or systematic transport service within or outside the country for any person; or

(b) for reward for a person to lodge in a hotel, motel or other accommodation in the country.

(3) A person who contravenes subregulation (1) commits an offence and is liable on summary conviction to the penalty specified in subsection (2) of section 48 of the Act.

Qualification for licence

3. A person qualifies to be licensed as a travel trade enterprise if that person

(a) has a business entity registered in the country;

(b) is registered by the Authority;

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- (c) has a manager registered and licensed by the Authority;
- (d) has an insurance policy to cover the operations;
- (e) has the relevant facilities for the operation of the travel trade enterprise;
- (f) has registered with the Authority, the premises from which that person intends to operate; and
- (g) has not been convicted of a serious offence or an offence that involves fraud or dishonesty.

Application for licence

- 4. (1) The licence shall be obtained by application to the Authority.
- (2) The application for the licence shall be
 - (a) made in writing as set out in Form Two of the First Schedule; and
 - (b) submitted to the Authority for consideration.
- (3) The application shall be accompanied with the
 - (i) certificate of business registration;
 - (ii) certificate of incorporation, commencement and company regulations, in the case of a business entity registered as a company;
 - (iii) certificate of registration of car rental drivers in the case of an application to operate a car rental service;
 - (iv) certificate of registration for a tax identification number,
 - (v) certificate of registration of the manager;
 - (vi) certificate of registration of the premises;
 - (vii) certificate of registration with the Authority; and
 - (viii) the prescribed fee.

Grant of licence

- 5. (1) The Authority may grant or refuse to grant the licence of a travel trade enterprise to an applicant after considering the application of that applicant.
- (2) Where the Authority refuses to grant an application, the Authority shall communicate the reason for the refusal to the applicant within fourteen days after the decision.
- (3) A person whose application for a licence is refused may lodge a complaint with the Tourism Appeal Panel established under section 33 of the Act which shall within thirty days after receipt of the complaint, take a decision on the complaint.

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(4) A person may pursue the matter in court if that person is dissatisfied with the decision of the Tourism Appeal Panel or where the thirty days has expired without a decision being made by the Panel. Non-transferability of licence

6. The provisions on non-transferability of licence as specified under section 28 of the Act apply to these Regulations.

Renewal of licence

7. The provisions on renewal of licence as specified under section 30 of the Act apply to these Regulations.

Suspension of licence

8. (1) The Authority shall suspend the licence of a travel trade enterprise after giving the travel trade enterprise thirty working days written notice, if

- (a) in the opinion of the Authority the holder of the licence does not have a facility required for the proper delivery of the service;
- (b) the Authority receives consistent complaints from patrons of that travel trade enterprise;
- (c) a director of the travel trade enterprise is convicted of an offence that involves fraud or dishonesty; or
- (d) that travel trade enterprise fails to submit returns within the period specified by the Authority.

(2) Where the Authority suspends a licence, the Authority shall require the holder of the licence to remedy the breach that caused the suspension within the period specified in the notice of suspension.

(3) Where the Authority is satisfied that the holder of the licence has remedied the breach, the Authority shall restore the licence, otherwise the licence shall be revoked.

Cancellation of licence

9. (1) The Authority shall cancel the licence of a travel trade enterprise, after giving ninety days written notice if

- (a) a person who holds majority shares in the travel trade enterprise is convicted in the country or elsewhere, of an offence involving fraud or dishonesty;
- (b) the travel trade enterprise becomes insolvent or goes into liquidation; or

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(c) in the opinion of the Authority, the licence was obtained by fraud or misrepresentation or non-disclosure of any fact. material

(2) The Authority shall consider a representation or objection made by the travel trade enterprise before the cancellation is made. Registration and licensing of manager

10. (1) A person shall not be engaged as a manager of a travel trade enterprise unless that person is registered in accordance with section 29 of the Act and is licensed under these Regulations.

(2) A person registered as a manager qualifies to be licensed by the Authority if

(a) the person holds a minimum qualification of a Diploma in hospitality management, tourism management or a tourism related subject awarded by an institution recognised by the Authority, or

(b) the person has a minimum of five years working experience in the industry and has undergone relevant training determined by the Authority and has obtained a Police Clearance Certificate in respect of the criminal record of that person.

Registration of premises.

11. (1) A person who intends to use premises for a travel trade enterprise shall register the premises in accordance with this regulation.

(2) The premises shall be registered by the Authority where the person provides

(a) proof of ownership or tenancy;

(b) a report from the Environmental Health Division of the relevant District Assembly approving of the premises;

(c) a Police Clearance Certificate in respect of the security of the premises; and

(d) a Fire Safety Certificate.

Submission of returns

12. (1) A travel trade enterprise shall submit returns to the Authority annually.

(2) The returns shall be submitted in a form as set out in Forms Three A,B,C,D or E of the First Schedule.

Power of inspectors

13. (1) Sections 39, 40 and 41 of the Act relating to inspectors apply to these Regulations.

(2) The inspection report of an inspector for a travel trade enterprise shall be made in a form as set out in Forms Four A, B, C or D of the First Schedule.

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Complaint on services provided by operator

14. A person who is dissatisfied with the services provided by a travel trade enterprise may lodge a complaint with the Authority in accordance with section 32 of the Act.

Appeals against decisions of the Authority

15. A person who is aggrieved with a decision of the Authority under these Regulations may appeal against that decision in accordance with section 34 of the Act.

Specific provisions relating to charter flights

Advance Booking Charter flights

16. A person who operates a charter flight from the country shall operate the Advance Booking Charter flight. Requirement for licence as tour or travel operator

17. (1) A person shall not organize or operate a tour in this country if that person does not have a licence issued under these Regulations.

(2) An applicant for a licence under subregulation (1) shall, in addition to the information submitted under regulation 4, provide information on

- (a) the proposed routes;
- (b) the proposed date of commencement of the tour;
- (c) the estimated price per tour to be charged to each tourist, inclusive of all services provided; and
- (d) details of any arrangement which the applicant proposes to make for the accommodation and refreshment of the tourists to be carried.

Requirement for licence to operate charter flight

18. (1) A person shall not organize or operate a charter flight on a route specified in the Second Schedule if that person does not have a licence issued under these Regulations.

(2) An application for a licence to operate a charter flight shall be made in writing as set out in Form One of the Third Schedule.

Permit for special charter flights

19. (1) Despite regulations 16 and 17, the Minister may grant a permit to any person or organization to organize a special charter flight on any route other than a route specified in the Second Schedule.

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(2) A person who is granted a permit under subregulation (1) shall apply in writing to the Authority for a special licence.

(3) An application under subregulation (2) shall contain

- (i) the name and address of the applicant;
- (ii) the business name of the applicant;
- (iii) the proposed routes;
- (iv) the proposed times and frequency of the flights;
- (v) the proposed date of commencement of the flight;
- (vi) the estimated cost of organizing each flight;
- (vii) the estimated price to be charged to each passenger; and
- (viii) written evidence of a bank guarantee of a sum determined by the Authority to be made available for the purpose of repatriating stranded passengers or reimbursing any person who has paid in whole or in part for a flight in the event that the flight could not take place.

(4) A special licence is valid for the period that the Authority may specify in the licence.
Nomination of airline to operate charter flight

20. (1) Where an airline is nominated by the Minister to operate a charter flight, that airline shall obtain from the Authority, a licence to operate the charter flight.

(2) The Authority shall grant a licence to operate a charter flight to an airline nominated under subregulation (1), if the airline satisfies the Authority by written evidence that the airline has secured

- (a) a bank guarantee sufficient to repatriate any stranded passenger or reimburse any person who has paid in whole or in part for a valid air ticket for that flight; and an insurance cover for the plane and the passengers.

Sale of seats to tour or travel operator

21. (1) A person who operates a charter flight from this country shall sell the seats on the flight to a tour or travel operator who shall resell the seats to the passengers.

(2) A person who operates a charter flight shall not

- (a) purchase a seat on the flight from the tour or travel operator to whom that person had previously sold the tickets unless that person repurchases from that tour or travel operator all the seats that person had previously sold to the tour or travel operator before the Advance List was submitted to the Authority in accordance with subregulation (3) of regulation 22; and

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- (b) act as agent for any tour or travel operator for the purpose of reselling seats on the charter flight to any passenger.

Submission of particulars of tour operator to Authority

22. (1) The operator of a charter flight shall, within ninety days to the date of the charter flight, submit to the Authority the names and licence numbers of the tour or travel operators to whom that person has sold seats on the flights, stating in respect of each tour or travel operator, the number of seats sold and the price paid in respect of each seat and the type of aircraft to be used for the flight.

(2) The information to be submitted to the Authority shall be as set out in Form Two of the Third Schedule.

(3) A person who operates a charter flight shall in addition to the information required under subregulation (1) submit to the Authority an Advance List as set out in Form Three of the Third Schedule specifying the flight and giving in respect of each person to whom the tour or travel operator has agreed to resell a seat on the charter flight, the following particulars:

- (a) the personal details of the purchaser of the ticket;
- (b) where the charter flight is an outward journey,
 - (ix) the date of intended arrival at the end of the return journey of the passenger; or
 - (ii) the name of the operator by whom the passenger is to be carried on the return journey or the charter flight number of the return journey of the passenger, where the passenger is to be carried by different operators on the outward and return journeys;
- (c) where the charter flight is a return journey;
 - (i) the date of departure on the outward journey of the passenger; or
 - (ii) the name of the operator of the charter flight by whom the passenger is to be or has been carried on the outward journey or the charter flight number of the outward journey of the passenger, where the passenger is to be carried by different operators on the outward and return journeys; and
- (d) the amount to be paid by or on behalf of the passenger for accommodation, car hire or anything additional to the carriage of the passenger by air on the charter flight.

(4) Subject to subregulation (3) and (4) of regulation 26, subregulation (3) does not apply where the operator of the charter flight allocates seats on a charter flight to

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- (a) a director or an employee of the tour or travel operator who has purchased seats on the charter flight, whether travelling on business or otherwise, and the immediate family of members or persons travelling with them;
- (b) travel agents, journalists or owners and managers of hotels being used or intended to be used by a tour or travel operator who has purchased seats on the charter flight; or
- (c) tour conductors in charge of and conducting a group of not less than fifteen persons travelling on the charter flight.

Submission of Substitute List to Authority

23. (1) The operator of a charter flight shall within not less than thirty days before the date of the charter flight submit to the Authority a Substitute List as set out in Form Four of the Third Schedule where the circumstances specified in subregulation (2) exist.

(2) A tour or travel operator who has sold a seat on a charter flight to a passenger may, subject to subregulation (3), resell the seat of that passenger to a substitute passenger, where the passenger to whom the seat was initially sold could not for a good reason be carried on that charter flight.

(3) The number of seats which the tour or travel operator may resell to substitute passengers shall not exceed fifteen percent of the total number of seats on the charter flight, purchased by the tour or travel operator from the operator of the charter flight. Entry of persons on Waiting List in Substitute List

24. (1) The operator of a charter flight shall enter in the Substitute List only the names of persons entered in the Waiting List compiled by the tour or travel operator or the name of the child of the person who was on the Waiting List and who has given birth after the Waiting List has been compiled.

(2) The tour or travel operator shall close the Waiting List at least sixty days before the date of the proposed charter flight and shall submit to the Authority on request, a certified copy of the Waiting List.

(3) The Waiting List is as set out in Form Five of the Third Schedule.

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Submission of Notice of Consolidation

25. Where the operator of a charter flight intends to carry on a charter flight and a person whose name is entered in the Advance List of a previous scheduled charter flight which had been cancelled is added to the Advance List, the operator of the charter flight shall within not less than thirty days before the date of the proposed charter flight submit to the Authority, a Notice of Consolidation as set out in Form Six of the Third Schedule.

Submission of post flight list

26. (1) The operator of a charter flight shall submit to the Authority within fifteen days after a request has been made by the Authority, the post flight list as set out in Form Seven of the Third Schedule.

(2) Subject to regulation 22, a person shall not be carried on a charter flight by the operator of a charter flight unless

- (a) the seat of the person on the charter flight has been sold to that person by the tour or travel operator specified in the Advance List for that flight or for the cancelled charter flight specified in the Notice of Consolidation referred to in regulation 25;
- (b) the seats of the person travelling on both outward and return journeys have been allocated to that person by the same tour or travel operator;
- (c) before the outward journey of the person began, that person was provided with one ticket for a round trip which entitles that person to be carried on both the outward and return journeys but not to be carried on a return journey within less than fourteen days;
- (d) the ticket issued to that person bears the name of the tour or travel operator who resold the seat on the charter flight to that person and the amount paid by that person for the outward and return journeys; and
- (e) the name of the person appears in the Advance List for that charter flight or for the cancelled charter flight specified in the Notice of Consolidation.

(3) Subregulation (2) does not prevent the operator of a charter flight from carrying

- (a) the child of a person named in the Advance List of a charter flight who is born after the list was submitted to the Authority;

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- (b) a person referred to in subregulation (2) of regulation 21 or subregulation (4) of regulation 24 whose name and particulars have been submitted to the Authority before the date of the proposed charter flight.
- (4) Despite paragraph (b) of subregulation (3), not more than
 - (a) ten of the persons referred to in paragraph (b) of subregulation (4) of regulation 22 may be carried on a charter flight; and
 - (b) one of the persons referred to in paragraph (c) of subregulation (4) of regulation 22 may be carried on a charter flight for each fifteen members of a group.

Emergency cases

27. (1) Where as a result of an emergency a passenger is unable to travel on the charter flight which the ticket of that person entitles that person to be carried on, the operator of the charter flight shall notify the Authority of the intention of the operator of the charter flight to carry a substitute passenger.

(2) Where the Authority is satisfied that an emergency exists, the operator of a charter flight may carry a substitute passenger on the charter flight despite the fact that regulation 25 has not been complied with by the person who operates the charter flight.

Miscellaneous Provisions

Interpretation

- 28.** In these Regulations, unless the context otherwise requires,
- "Advance Booking Charter Flight" means a charter flight operated in accordance with these Regulations;
 - "operator of a charter flight" means a person responsible for the management of an aircraft and who holds a licence to operate a charter flight issued under these Regulations;
 - "prescribed fee" means a fee prescribed in the Fees and Charge (Miscellaneous Provisions) Act, 2018 (Act 983);
 - "tour" includes a conveyance of persons by land, sea, or air for the purposes of tourism, whether inbound or outbound,

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"tour or travel operator" means a person who holds a tour or travel operator's licence issued under these Regulations authorizing that person to make available accommodation for the carriage of passengers on an Advance Booking Charter flight or a person outside Ghana who makes available accommodation for the carriage passengers on flights in circumstances that would require that person, if in Ghana, and if not exempted by the Authority, to hold that licence; and

"travel operator" includes a travel agency;

"travel trade enterprise" includes

- (a) a tour operator;
- (b) a travel agency;
- (c) a car rental operator;
- (d) a tour guide;
- (e) a charter flight operator; and
- (f) a site guide.

Revocation and savings

29. (1) The following Regulations are revoked:

- (a) Charter Flights and Tours Regulations, 1972 (L.I. 762); and
- (b) Tour Operators (Registration and Licensing) Regulations, 1983 (L.I. 1293).

(2) Despite the revocations under subregulation (1), any bye-laws, notices, orders, directions, appointments or other acts lawfully made or done under the revoked enactments and in force immediately before the commencement of these Regulations shall continue to have effect as if made under these Regulations with the necessary modifications until amended, revoked, cancelled, withdrawn or terminated under these Regulations.

Transitional provisions

30. On the commencement of these Regulations, a person who is registered or holds a licence under any of the revoked enactments is deemed to have been registered or licensed under these Regulations subject to necessary modifications to bring the registration or licence in conformity with these Regulations.

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FIRST SCHEDULE

FORM ONE A

(regulation 1(2))

	<h2 style="margin: 0;">GHANA TOURISM AUTHORITY</h2> <h3 style="margin: 0;"><u>APPLICATION FOR REGISTRATION OF TRAVEL/TOUR ESTABLISHMENT</u></h3>	File No: <input style="width: 80px;" type="text"/>			
APPLICANT					
Name of Applicant: <input style="width: 95%;" type="text"/>					
Nature of Business: Travel <input style="width: 50px;" type="text"/> Tour <input style="width: 50px;" type="text"/> Travel/Tour <input style="width: 50px;" type="text"/>					
Location: <input style="width: 250px;" type="text"/> Street No: <input style="width: 150px;" type="text"/>					
Postal Address: <input style="width: 95%;" type="text"/>					
Telephone No: <input style="width: 250px;" type="text"/> Fax No: <input style="width: 150px;" type="text"/>					
Email Address/Website: <input style="width: 95%;" type="text"/>					
Banker(s): <input style="width: 95%;" type="text"/>					
Name of Certified Accountants/Auditor Firm: <input style="width: 95%;" type="text"/>					
Type of Entity (e.g. Sole Proprietor/Partnership- Public or Private Limited Liability Company/Cooperative Society) <input style="width: 95%;" type="text"/>					
Ownership (Private Ghanaian/State-Owned/Foreign-Owned/Joint Ghana/Joint Foreign etc.) <input style="width: 95%;" type="text"/>					
Ownership Structure <input style="width: 50px;" type="text"/> % Local Public <input style="width: 50px;" type="text"/> % Foreign <input style="width: 50px;" type="text"/> %					
PARTICULARS OF SHAREHOLDERS					
No.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	SHAREHOLDING %	AMOUNT PAID GH¢
i.					
ii.					
iii.					
iv.					

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PARTICULARS OF DIRECTORS

No.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	DOMICILE
i				
ii				
iii				

TOTAL INVESTMENT OF PROJECT

MANAGEMENT AND STAFF IN LINE WITH ESTABLISHMENT

Manager's Full Name:

Age: 20-29 30-39 40-49 50+

Nationality: _____ Telephone: _____

Email: _____

Highest Academic Qualification: _____

Professional Qualification: _____

Experience: _____

(Attach Photocopies of Certificates)

DETAILS OF OTHER QUALIFIED STAFF

NAME	QUALIFICATION	JOB DESCRIPTION / EXPERIENCE

List of Branch office (if applicable)

(i)

PARTICULARS OF RENTAL VEHICLE/S (if applicable)

Total No. Of Vehicles: Total No. Of Vehicles:

No. of Saloon Cars Buses 4x4 Cars Others

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VEHICLES REG. NO	CHASSIS NO	MODEL/YEAR OF MAKE	SEATING CAPACITY	TYPE OF INSURANCE

(Attach photocopies of the following documents)

- ROADWORTHY CERTIFICATE
- INSURANCE POLICY
- DRIVING LICENCE

I APPLY FOR THE REGISTRATION OF
..... AND DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE.
DATE APPLICANT'S SIGNATURE:
DESIGNATION:

INFORMATION PROVIDED IS CONFIDENTIAL

For Official Use Only

Application Receipt No.

Registration Receipt No.

Sticker No. Issued:

Date:

Manager's Signature/Stamp:

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**GHANA TOURISM AUTHORITY
TRAVEL/TOUR MANDATORY REQUIREMENTS
ATTACH RELEVANT DOCUMENT (WHERE APPLICABLE)**

1. CERTIFICATE

- Certificate of Incorporation
- Certificate of Commencement of Business
- Company regulations
- An Acceptable Letter from Certified Accountants/Auditors Firm

2. REGISTERED OFFICE

- Front Office
- Telephone
- Fax machine
- Safe
- Washroom facilities
- Car park
- Directional signs
- Doors and windows should have adequate protection against burglary

3. PERSONNEL

- The Manager and at least one other officer should have successfully completed a certified ticketing course or IATA/ UFTA Diploma and have additional two (2) years experience within the last four (4) years with an IATA approved agency or airline (Applicable to Travel Agency)
- The Manager and at least one other officer should have successfully completed a Degree in tourism or certified courses with competency in Tour Guiding/Ground Handling (Tour operators)

4. PROOF OF BANK ACCOUNT IN THE NAME OF THE COMPANY**5. BASIC OPERATIONAL INFORMATION**

- Reservation System
- GTA Information Materials/Other Promotion Materials
- Planned tour programme (Tour Operators)

6. PAYMENTS

- Application Form
- Registration Fee
- Licence Fee (Annually)
- 1% Tourism Levy

LICENCE RENEWAL

*Renewal of licence is subject to the following:

- a. Mandatory Submission of Annual Operational Returns/Auditor's Report
- b. According to section 3 of the Tourism Act, 2011 (Act 817)

- For further information contact.gta@ghana.travel or GTA regional offices

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FORM ONE B

(regulation 1(2) and 1(3))



**GHANA TOURISM AUTHORITY
APPLICATION FOR REGISTRATION OF
CAR RENTAL ESTABLISHMENT**

File No:

Name of Applicant:

Nature of Business: Travel Tour Travel/Tour

Location: Street No:

Postal Address:

Telephone No: Fax No:

Email Address/Website:

Banker(s):

Name of Certified Accountants/Auditor Firm:

Type of Entity (e.g. Sole Proprietor/Partnership- Public or Private Limited Liability Company/Cooperative Society)

Ownership (Private Ghanaian/State-Owned/Foreign-Owned/Joint Ghana/Joint Foreign etc.)

Ownership Structure % Local Public % Foreign %

PARTICULARS OF SHAREHOLDERS

No.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	SHAREHOLDING %	AMOUNT PAID GH¢
i.					
ii.					
iii.					

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PARTICULARS OF DIRECTORS

No.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	DOMICILE
i				
ii				
iii				

TOTAL INVESTMENT OF PROJECT

MANAGEMENT AND STAFF IN LINE WITH ESTABLISHMENT

Manager's Full Name:

Age: 20-29 30-39 40-49 50+

Nationality: Telephone:

Email:

Highest Academic Qualification:

Professional Qualification:

Experience:

(Attach Photocopies of Certificates)

DETAILS OF OTHER QUALIFIED STAFF

NAME	AGE	QUALIFICATION	JOB DESCRIPTION / EXPERIENCE

ADD SUPPLEMENTARY SHEET WHEN NEEDED

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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GHANA TOURISM AUTHORITY
TRAVEL/TOUR MANDATORY REQUIREMENTS
ATTACH RELEVANT DOCUMENT (WHERE APPLICABLE)

1. CERTIFICATE

- Certificate of Incorporation
- Certificate of Commencement of Business
- Company regulations
- An Acceptable Letter from Certified Accountants/Auditors Firm

2. REGISTERED OFFICE

- Front Office
- Telephone
- Fax machine
- Safe
- Washroom facilities
- Car park
- Directional signs
- Doors and windows should have adequate protection against burglary

3(A). PERSONNEL

- The Manager should be competent and qualified
Curriculum Vitae and photocopies of certificates of the Manager must be attached to the completed Registration Form.
- The Manager and at least one other officer should have successfully completed a Degree in tourism or certified courses with competency in Tour Guiding/Ground Handling (Tour operators)

3(B). DRIVERS

- Drivers must be literate, physically fit, have unquestionable character and be knowledgeable (interview will be conducted for drivers; photocopies of driver's licence must be submitted)
- Drivers must be uniformed

4. VEHICLES

- Vehicles must not be more than eight (8) years old. External appearance and interior decoration of cars must be excellent.

5. PAYMENTS

- Application Form
- Registration Fee
- Licence Fee (Annually)
- Sticker Fee (Annually)
- 1% Tourism Levy

6. ACCESSORIES

- First Aid, Triangle, Airbag, Vehicle Tracking Device

LICENCE RENEWAL

*Renewal of licence is subject to the following:

- a. Mandatory Submission of Annual Operational Returns/Auditor's Report
- b. According to section 3 of the Tourism Act, 2011 (Act 817)
 - For further information contact.gta@ghana.travel or GTA regional offices

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM ONE C

(regulation 1(2))

	<p align="center">GHANA TOURISM AUTHORITY</p> <p align="center">APPLICATION FOR REGISTRATION OF <u>LICENSED TOURISM PLANT OPERATING CAR RENTAL SERVICE TRAVEL AND TOURS, HOTEL, RESTAURANT AND OTHERS</u></p>
---	---

--

A) PARTICULARS OF LICENCED TOURISM PLANT

- (i) Name of Establishment:
- (ii) Licence Status/No:
- (iii) Location:
- (iv) Postal Address:
- (v) Tel/Fax:
- (vi) Email:
- (vii) Name of Manager of Establishment:
- (viii) Contact No:

B) PARTICULARS OF RENTAL VEHICLES

Total No. of Vehicle/s: Vehicle Type:

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DETAILS OF VEHICLE/S

VEHICLE REG. NO	CHASSIS NO.	MODEL	SEATING CAPACITY	TYPE OF INSURANCE

Attach photocopies of the following documents of your rental vehicle/s

- ROADWORTHY CERTIFICATE
- INSURANCE POLICY
- DRIVER'S LICENCE

C) DECLARATION:

IAGREE TO REGISTER MY VEHICLE/S WITH THE GHANA TOURISM AUTHORITY AND WILL OPERATE ACCORDING TO TERMS AND CONDITIONS IN THE LI. OF THE AUTHORITY.

SIGNATURE: DATE:

INFORMATION PROVIDED IS CONFIDENTIAL

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For Official Use Only

Application Receipt No:

Registration Receipt No:

Sticker No Issued:

Date:

Manager's Signature / Stamp:

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REGULATIONS, 2019*

FORM ONE D

(regulation 1(2))



GHANA TOURISM AUTHORITY

**APPLICATION FOR REGISTRATION OF (TOUR/SITE
GUIDE)**

File No.:

APPLICANT'S PERSONAL DATA

Name of Applicant:

Type of Service: Tour Guide Site Guide

Citizenship:

Identification: National ID Voter's ID Passport Drivers Lic.

Others (Specify)

Gender: Male Female

Date of Birth

Postal Address:

Home Address: Cell Phone:

Telephone No.: Fax No.:

E-mail Address:

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EDUCATIONAL BACKGROUND

TERTIARY: VOCATIONAL/TECHNICAL: SECONDARY:

	INSTITUTION	YEAR	COURSE
INSTITUTIONS ATTENDED			

SUMMARY OF EXPERIENCE RELATING TO TOURISM

.....

.....

.....

LANGUAGE PROFICIENCY (SPOKEN AND WRITTEN)			
PPAG			
PLEASE TICK(✓)			
LANGUAGE	Excellent	Good	Average
a. English			
b. French			
c. Spanish			
d. Others			

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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TRADE ASSOCIATION

TOUGHGA: TORGAG: OTHERS: SPECIFY:.....

REFERENCES

1. Name:..... 2. Name:.....
Contact No.:..... Contact No.:.....
E-mail: E-mail:
POSITION: POSITION:

DECLARATION

I APPLY FOR THE REGISTRATION OF A TOUR/SITE GUIDE AND DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE AND THAT I WILL ABIDE BY ALL THE RULES AND REGULATIONS OF THE AUTHORITY UNDER THE TOURISM ACT, 2011 (ACT 817).

DATE: _____

APPLICANT'S SIGNATURE: _____

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FOR OFFICIAL USE ONLY

Applicant's Receipt No:

Registration Receipt No:

Interview Mark:

MANDATORY REQUIREMENT

(APPLICANT MUST ATTACH THE FOLLOWING DOCUMENTS)

A Copy of the Curriculum Vitae

Certificates / Testimonials

Report from the Police (CID) on criminal records of applicant

Photocopy of a passport or any other national identity document

PROCESSES:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM ONE E

(regulation 1(2) and 1(4))

GHANA TOURISM AUTHORITY



APPLICATION FOR REGISTRATION OF AIR TRAVEL ORGANIZER

The information requested below is required by Ghana Tourism Authority, to assist in determining the eligibility of the applicant for Air Travel Organisers Licence (ATOL). Type or print clearly the answers to all questions on this form. Retain a copy of this application for your permanent records.

SECTION 1.0: IDENTIFICATION OF COMPANY/AGENCY APPLYING FOR ATOL

1.1 Registered Name:

1.2 Branded/Trade Name, if different from 1.1 above

1.3 Full Address

..... Tel. No.:

..... Telefax No.:

..... E-mail:

..... Website:

SECTION 2.0: TYPE OF BUSINESS ENTITY

2.1 IF SOLE OWNER:

Name	Address, Telephone, Fax and Email	% of time devoted to the agency business

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REGULATIONS, 2019*



2.2 IF PARTNERSHIP

Name	Address, Telephone, Fax and Email	% of time devoted to the agency business	Financial Interest %

2.3 IF CORPORATION

Name	Address, Telephone, Fax and Email	% of time devoted to the agency business

2.4 IF NONE OF ABOVE APPLIES, fully describe the type of business entity, when and where organized and names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address, telephone number, fax number, email address and percentages of their time devoted to the business:

.....

.....

.....

SECTION 3.0: DETAILS OF OWNERS, MANAGERS AND STAFF OF THE CHARTER OPERATION

3.1 Attached is a list setting forth the names and experience in the Travel and Tourism industry or otherwise, giving details as follows:

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

- 1. Name of Manager or Staff**
- 2. Position or Title**
- 3. Name of previous employer(s) and address(es).**

Note: List relevant qualification and professional experience of the management staff.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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SECTION 4.0: OPERATIONAL INFORMATION

- 4.1 Proposed date of commencement of flight(s):
.....
- 4.2 Frequency of flight(s):
- 4.3 Duration of Charter Operations:
- 4.4 i) Name and Address of Carrier:
.....
ii) Type of Aircraft:
.....
iii) Capacity of Aircraft:
.....
- 4.5 Route(s):
- 4.6 Details of Tour Package (To be attached):
.....
.....
- 4.7 Cost of the package broken into costs for the various components of the total package.....
.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*



SECTION 5.0: If any of the questions below are answered in the affirmative, give the names of the licensed ATOL Company, the relationship of the individual with the ATOL licensed company, the date of the bankruptcy or default and all pertinent details:

1. If a sole proprietor, have you:
 - (a) been involved in bankruptcy proceedings? Yes No
If so, are you now legally and fully discharged of their obligations by the court involved? Yes No
 - (b) been found guilty of willful violations of judiciary obligations in the course of business? Yes No

2. If an unincorporated firm, partnership or association, have any partners or any individual having authorization to act and sign on behalf of such firm, partnership, or association:
 - (a) been involved in bankruptcy proceedings? Yes No
If so, are you now legally and fully discharged of their obligations by the court involved? Yes No
 - (b) been found guilty of willful violations of fiduciary obligations in the course of business? Yes No

3. If a corporation, have any officers, directors or managers:
 - (a) been involved in bankruptcy proceedings? Yes No

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*



If so, are they now legally and fully discharged of
their obligations by the court involved?

Yes

No

(b) been found guilty of willful violations of fiduciary
obligations in the course of business?

Yes

No

6.0 DECLARATION

I hereby certify that the foregoing statement including a statement made in any attachment here are true and correct to the best of my knowledge and belief and that I am authorised to make these statements and file this document.

Signature of Applicant:

Print/type name of Applicant:

Title/Position:

Date:

<p>For official use only:</p> <p>Registration:</p> <p>ATOL LIC. No.:</p> <p>Remarks:</p>
--

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*



AIR TRAVEL ORGANISER'S LICENCE CHARTER FLIGHTS AND TOURS

LIST OF MANDATORY REQUIREMENTS

1. Completion of Registration Forms (Items 1-11).
2. Copies of Registrar-General's Certificates.
3. A Certified copy of the Company Regulations.
4. Business Plan/Feasibility Report.
5. Copies of contract agreements with providers of services namely:
 - Carrier Hotels.
 - Ground transportation.
 - Health and Accident Insurance (from a reputable insurance company)
6. ATOL Insurance Guarantee Bond (equivalent to the sum total of the tour price paid by each paying tourist per flight. This is to cover the cost of operating the tour by a third party in case the original operator is incapacitated in one way or the other).
7. Company's proposed routes, indicating clearly the point of origin and the final destination.
8. Proposed date of commencement of the flight(s).
9. The frequency of the flights and the duration of operation.
10. Details of the charter package giving specifics of the tour at the destination.
11. Details of arrangements for meals, accommodation and transport for the passengers.
12. Estimated price per tour to be charged each passenger inclusive of all services to be provided.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*



13. Name and Address of the destination ground handler.
 14. Name and Address of the originating ground handler and evidence of ATOL, including value of Bond.
 15. Evidence of having secured a duly licensed aircraft (an executed agreement between your company and the carrier).
-

After fulfilment of above conditions, submission of:

16. Ghana Civil Aviation Authority certification of airworthiness of aircraft and Landing Rights.

SUBJECT TO PERIODIC REVIEW

NOTE: Neither the tour package nor the flight operations should be advertised as a scheduled flight and must not contravene the existing bilateral agreement between Ghana and the destination country.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM TWO

(regulation 4(2)(a))



**GHANA TOURISM AUTHORITY
APPLICATION FOR LICENCE AS TRAVEL TRADE ENTERPRISE**

(Please complete in triplicate and in block letters)

SECTION I

DETAILS OF APPLICANT

(i) Name of Applicant:

(ii) Business Address:

Telephone No:

If a Company:

Company Registration No:

Date and Place of Incorporation

Address of Registered Office

Principal Place of Business in Ghana (if different from above)
.....

(ii) If business name is registered:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

(a) Number of Registration Certificate
(iv) Address for Correspondence and Telephone Number (if different from (ii) above)
.....
.....

(V) Personal Contact:

As the Ghana Tourism Authority may wish to ask you further questions or to discuss matters arising from your application, please state here the name(s) and telephone and extension number(s) suitable contact(s) within your organization
.....
.....

SECTION II

FINANCIAL RESOURCES, OWNERSHIP AND CONTROL OF BUSINESS

Note: This section is to be completed if the applicant is a body corporate (e.g. registered as company) otherwise applicant should complete section III

(i) if a subsidiary of another Company, the name and address of the parent and/or holding Company
.....
.....

(ii) (a) the name(s) and address(es) of any subsidiary Company and where incorporated
.....
(b) the name(s) and address(es) of any associated Company and where incorporated
.....

(iii) (a) Name in full and private address of every member of the Board of Directors and details of the shares, debentures and loan capital beneficially owned by each and by the spouse of each as appropriate
.....
.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

Working Directors should be indicated by (W).

(b) Information requested in (a) applicable in respect of the Company Secretary and managerial staff

.....
.....

(c) The names and addresses of any shareholders owning twenty-five per cent or more of the shares in the company

(If there is not enough space here, please give additional information on a separate sheet and indicate here that you have done so.)

(iv) (a) Stated share capital

(b) Issued share capital

(i) For cash

(ii) Otherwise than for cash (state nature of consideration)

(iii) Details of loans and debentures, if any, and security for them

SECTION III

OWNERSHIP AND CONTROL OF BUSINESS (NOT APPLICABLE TO APPLICANTS WHO HAVE COMPLETED SECTION II)

State whether the applicant is a partnership, or a sole owner

(i) If a sole owner state name in full and private address

(ii) If a partnership state name in full and private address of each partner

.....

(If there is not enough space here, please give additional information on a separate sheet and show here that you have done so.)

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

SECTION IV

SECURITY REQUIREMENTS

All licenses will be made subject to the condition that the applicant has secured a bank guarantee of (Written evidence of guarantee must be forwarded together with the application form), and the said sum of money will in the event of failure of the applicant, become available for the purpose of reimbursing any of the clients of the applicant who have paid, in whole or in part.

SECTION V

PLANNED TOUR PROGRAMMES

Every person registered under these Regulations shall submit to the Chief Executive Officer of the Authority within twenty-one days before the arrival of any group of tourists the following particulars:

- (a) the programme of activities intended to be pursued by the group.
- (b) a document signed by Managers of hotels, motels and re houses in which the tourists are expected to be accommodated;
- (c) a document signed by Managers of transport owners, airlines and shipping companies expected to provide facilities for travel in and out of Ghana;
- (d) documents showing the points of embarkation and disembarkation;
- (e) the expected number of days to be spent by the group in Ghana; and
- (f) documents from airlines and hotels confirming that the financial arrangements have been satisfactorily concluded in respect of the proposed tour.

SECTION VI

SUBMISSION OF ANNUAL OPERATIONAL RETURNS

Every person registered and licensed shall submit to the Chief Executive Officer of the Authority on the 31st day of December each year, returns in respect of the following:

- (a) the number of tourists handled;
- (b) the country of origin of the tourists;

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

- (c) the number of days spent by the tourists;
- (d) the total amount of foreign exchange earned from operating those tours;
- (e) total ticket sales volume indicating by months and sales made with each scheduled and non-scheduled airline operating to and from Ghana as well as data on Government travel tax collected on the total air tickets sold;
- (f) the latest audited accounts;
- (g) statements on general operations of the operator, particularly efforts being made to promote in-coming tourism and any other relevant information on the operations of the operator concerned;
- (h) planned tour programmes; and
- (i) indication whether an operator has obtained the International Air Transport Association (IATA) Sales Agency Licence (with date of issue and licence number); and if the licence has been withdrawn by IATA, state the reasons for the withdrawal.

SECTION VII

I, the undersigned, hereby declare that to the best of my knowledge and belief the foregoing particulars are true and complete.

Signature

Signatory's Name

(BLOCK LETTERS)

On behalf of

Official Position

Date

This form which shall be provided by the Ghana Tourism Authority must be signed as follows:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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- (i) If an applicant is an individual, by that individual.
- (ii) If an applicant is a partnership, by the precedent partner.
- (iii) If a body corporate, by a duly authorized officer who should state that officer's official position.

The name of the person signing the application should be typed on all copies of the application. Only the original has to be signed.

This form should be returned in triplicate to the Ghana Tourism Authority, Ridge.

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE A

(regulation 12(2))



GHANA TOURISM AUTHORITY
ANNUAL OPERATIONAL RETURNS FOR
TRAVEL AND TOURS

Name of Agency:

Location: Licence No:

Return on Travel Agency (Applicable)

DESCRIPTION	TOTAL AMOUNT OF TICKETS SOLD (GHC)	NO. OF PASSENGERS	AMOUNT OF GOVERNMENT WITH HOLDING TAX
1. Total tickets sold on all scheduled international airlines operating in the country			
2. Total tickets sold on charter / unscheduled airline			
3. Total tickets sold on domestic flight (indicating routes)			

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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TOTAL			
--------------	--	--	--

RETURN ON TOUR OPERATION

c. INTERNATIONAL TOURISM

i. Number of Tourists handled in the year:

ii. Countries of Origin:

iii. Average No. of Days spent by the Tourist

3 days: 5 days: 7days: 10days: 12+ days: Others, specify:

GROSS INCOME FROM INTERNATIONAL TOURISM (GHc)

d. DOMESTIC TOURISM

Total number of Tourists:

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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Number in age group of Tourists handled. Less than 18 years: 19-30years: 31-49years:
50-60years: 60+years:

MENTION FIVE (5) MAJOR SITES VISITED BY THE TOURIST AND FREQUENCY

NO.	NAME OF TOURIST SITE	FREQUENCY
1.		
2.		
3.		
4.		
5.		

Rank your target group in Domestic Tourism promotion (5-1.....)

Children/Students: Individuals: Corporate Bodies: Churches/Associations:

Others, Specify:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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GROSS INCOME FROM DOMESTIC TOURISM (GH¢)

Total income from both Domestic / International Tourism:

Total Staff Strength: Male: Female:

Salary Range for Staff Min (GH¢) Max (GH¢.....)

General comments, complaints, suggestions on activity of Ghana Tourism Authority and Tourism Industry:

.....
.....
.....

(USE SUPPLEMENTARY SHEET IF NECESSARY)

SIGNATURE OF CHIEF EXECUTIVE OFFICER / MANAGER: DATE:

Information provided is confidential

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE B

(regulation 12(2))



GHANA TOURISM AUTHORITY
ANNUAL OPERATIONAL RETURNS FOR
TOURS

Name of Agency:

Location: Licence No:

Return on Travel Agency (Applicable)

DESCRIPTION	TOTAL AMOUNT OF TICKETS SOLD (GH¢)	NO. OF PASSENGERS	AMOUNT OF GOVERNMENT WITH HOLDING TAX
1. Total tickets sold on all scheduled international airlines operating in the country			
2. Total tickets sold on charter / unscheduled airline			
3. Total tickets sold on domestic flight (indicating routes)			

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

TOTAL			
--------------	--	--	--

RETURN ON TOUR OPERATION

c. INTERNATIONAL TOURISM

- i. Number of Tourists handled in the year:
- ii. Countries of Origin:

iii. Average No. of Days spent by the Tourist

3 days: 5 days: 7days: 10days: 12+ days: Others, specify:

GROSS INCOME FROM INTERNATIONAL TOURISM (GH¢)

d. DOMESTIC TOURISM

Total number of Tourists:

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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Number in age group of Tourists handled. Less than 18 years: 19-30years: 31-49years:
50-60years: 60+years:

MENTION FIVE (5) MAJOR SITES VISITED BY THE TOURIST AND FREQUENCY

NO.	NAME OF TOURIST SITE	FREQUENCY
1.		
2.		
3.		
4.		
5.		

Rank your target group in Domestic Tourism promotion (5-1.....)

Children/Students: Individuals: Corporate Bodies: Churches/Associations:

Others, Specify:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

GROSS INCOME FROM DOMESTIC TOURISM (GH¢)

Total income from both Domestic / International Tourism:

Total Staff Strength: Male: Female:

Salary Range for Staff Min (GH¢) Max (GH¢.....)

General comments, complaints, suggestions on activity of Ghana Tourism Authority and Tourism Industry:

.....
.....
.....

(USE SUPPLEMENTARY SHEET IF NECESSARY)

SIGNATURE OF CHIEF EXECUTIVE OFFICER / MANAGER: DATE:

Information provided is confidential

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE C

(regulation 12(2))



GHANA TOURISM AUTHORITY
ANNUAL OPERATIONAL RETURNS FOR
CAR RENTAL ESTABLISHMENT

NAME OF COMPANY / ASSOCIATION:

LOCATION:

LICENCE NO:

A. REGISTERED VEHICLE ONLY

(i) NUMBER OF SALOON CARS:

(ii) NUMBER OF PICKUP / 4X4:

(iii) NUMBER OF BUSES:

(iv) NUMBER OF COACHES:

(v) ANY OTHER, SPECIFY:

TOTAL NO. OF REGISTERED VEHICLES:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
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B. NUMBER OF NEWLY ACQUIRED VEHICLES UNREGISTERED:

C. TOTAL NUMBER OF CURRENT FLEET (A+B):

D. TYPE OF INSURANCE

(i) Total no. of vehicles comprehensively insured:

(ii) Other form of insurance (if any) Specify

E. STAFFING

(i) Total staff strength: Male: Female:

Salary range for staff Min. GH¢ GH¢

F. Gross income from operation (tick one please)

- Below GH¢ 20, 000
- Between GH¢ 20, 001 - GH¢ 40, 000
- Between GH¢ 40, 001 – 60, 000
- Above GH¢ 60, 000

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE D

(regulation 12(2))



GHANA TOURISM AUTHORITY

ANNUAL OPERATIONAL RETURNS FOR TOUR GUIDE

FIRST NAME: LAST NAME:

LOCATION / ADDRESS:

GENDER: MALE: FEMALE: Please tick

CONTACT No:

TOUR GUIDE ID No: VALID UNTIL:

A: SUMMARY ON OPERATION OF TOURS

1) **INTERNATIONAL TOURISM**

- (i) Total No. of International Tourists Handled:
- (ii) Number of groups:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

- (iii) Average size of group [(i) (ii)]
- (iv) Any tours beyond frontiers of Ghana YES: NO:
- (v) If yes, Specify which countries:
- (vi) How many:
- (vii) The three (3) most visited sites by tourist you handled
 - a.
 - b.
 - c.

General impression of the tourists about the sites and the country in general:

.....
.....
.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE D

(regulation 12(2))



GHANA TOURISM AUTHORITY

ANNUAL OPERATIONAL RETURNS FOR LICENSED SITE GUIDE

FIRST NAME: LAST NAME:

LOCATION / ADDRESS: NAME OF SITE:

SITE GUIDE ID NO: VALID UNTIL:

--	--	--	--	--	--	--	--

1. SUMMARY OF ACTIVITY

- (i) Total No. of tourists handled at the site:
- (ii) No. of groups:
- (iii) Average size of groups [(i/ii)]:
- (iv) The three (3) busiest months of the year:
 - (a)
 - (b)
 - (c)
- (v) The three (3) less months of the year:
 - (a)
 - (b)
 - (c)

2. IMPRESSIONS

- (i) General impression of international tourists about the site:

.....

.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

(ii) General impression of domestic tourists about the site:

.....
.....
.....

3. STRENGTH AND WEAKNESS ANALYSIS OF SITE

(i) Name two (2) major strengths of the site:

(a)

(b)

(ii) Name two (2) weaknesses of the site:

(a)

(b)

(iii) Your recommendation to improve the promotion and marketing of the site:

.....
.....
.....

4. DECLARATION

I submit this operational report on my site guiding services and declare that the information given is a true reflection of what happened at the site during the year.

SIGNATURE: DATE:

ENDORSEMENT BY HEAD OF MANAGEMENT OF SITE:

.....
.....
.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR A
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (FIELD SHEET) FOR TRAVEL/TOUR
ESTABLISHMENT**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

INSPECTION

--	--	--	--	--	--	--	--

 DATE:

INSPECTORS

1.

2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

L.I. 2389

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

CURRENT DETAILS

Postal Address:

Tel: Fax No.:

E-mail: Website:

Bankers:

Name and Address of Certified Accountant or Audit Firm:

OFFICE EQUIPMENT

TELEPHONE/INTERNET SERVICE

Reception-IDD: National Only: Fax:

Computers: Laptops:

Internet Service-Broad Band: Wireless:

MANDATORY REQUIREMENTS

	ITEMS	AVAILABILITY		ACCEPTABILITY	
		YES	NO	YES	NO
1.	Front Office				
2.	Washroom Facility				
3.	Security				
4.	Safe / Cabinet				

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

5.	Car Park				
6.	Terminals				

Comments:

.....

Company Registration Certificate:

Certificate of Incorporation:

Certificate of Commencement of Business:

GTB Licence for preceding year/No:

Proof of 1% Tourism Levy payment:

IATA Sales Agency Licence with date of issue:

Number

Proof of Trade Association Membership: GATTA TOUGHHA

Bank Account in the Name of the Company:

Latest Audited Accounts:

Comments:

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

	Available	Acceptable
Manager and at least one other officer should have the pre-requisite qualification, competency and experience (Travel Agency)		
Manager and at least one other qualified staff have the pre-requisite qualification to manage Tours (Tour Operations)		

STAFF STRENGTH

Total Number: SALARY RANGE: MINIMUM (GH¢.....)- MAXIMUM (GH¢.....)

Female:

Male:

Comments:

BASIC OPERATIONAL INFORMATION MATERIALS

Description	Availability	Acceptability
Reservation System		
G.T.A Information Materials Soft/Hand Copies		
Maps		

Comments:
.....

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

SUMMARY OF FINDINGS

COMPANY HAS FULLY MET ALL REQUIREMENTS:

COMPANY HAS NOT FULLY MET ALL REQUIREMENTS:

Comments:
.....

INSPECTION TEAM RECOMMENDATION

LICENCE TO BE GRANTED:

LICENCE NOT TO BE GRANTED:

INSPECTOR'S SIGNATURE: 1..... 2.....

HEAD OF DEPARTMENT'S RECOMMENDATION:

EXECUTIVE DIRECTOR'S DECISION:

L.I. 2389

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR B
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (SUMMARY SHEET) FOR
TRAVEL/TOUR ESTABLISHMENT**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

INSPECTION

--	--	--	--	--	--	--	--

 DATE:

INSPECTORS

1.

2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

INSPECTORS FINDINGS AND RECOMMENDATION

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RECOMMENDED <input type="checkbox"/>	NOT RECOMMENDED <input type="checkbox"/>
PROPOSED DATE FOR RENEWAL OF LICENCE:	<input type="text"/>

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR C
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (FIELD SHEET) FOR
CAR RENTAL ESTABLISHMENT**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

INSPECTION

--	--	--	--	--	--	--	--

 DATE:

INSPECTORS

1.

2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

L.I. 2389

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

CURRENT DETAILS

Postal Address:

Tel: Fax No.:

E-mail: Website:

Bankers:

Name and Address of Certified Accountant or Audit Firm:

OFFICE EQUIPMENT

TELEPHONE/INTERNET SERVICE

Reception-IDD: National Only: Fax:

Computers: Laptops:

Internet Service-Broad Band: Wireless:

MANDATORY REQUIREMENTS

	ITEMS	AVAILABILITY		ACCEPTABILITY	
		YES	NO	YES	NO
1.	Front Office				
2.	Washroom Facility				
3.	Security				
4.	Safe / Cabinet				

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

5.	Car Park				
6.	Terminals				

Comments:

.....

CERTIFICATE / DOCUMENTS

- Company Registration Certificate:
- Certificate of Incorporation:
- Certificate of Commencement of Business:
- GTB Licence for preceding year/No:
- Proof of 1% Tourism Levy payment:
- Bank Account in the Name of the Company:
- Latest Audited Accounts:
- Proof of Trade Association Membership: Others

Comments:

.....

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

PERSONNEL

	Availability	Acceptability
Manager and at least one other officer should have the pre-requisite qualification, competency and experience in management		
Drivers:		
Licence		
Proof of Literacy		
Uniform and Tag for Corporate Identity		
Training in Defensive Driving		

STAFF STRENGTH

Total Number: SALARY RANGE: MINIMUM (GH¢.....)- MAXIMUM (GH¢.....)
Female: Male:
Management:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

Drivers:

Comments:

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OPERATIONAL BOOKS

Description	Availability	Acceptability
Tariff List		
Tourist Map of Ghana		
Road Map of Ghana		
City Map of the Region		
Travel Guide to the Region		
General Information on Ghana		

Comments:

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SUMMARY OF FINDINGS

COMPANY HAS FULLY METALL REQUIREMENTS:

L.I. 2389

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

COMPANY HAS NOT FULLY MET ALL REQUIREMENTS:

Comments:
.....

INSPECTION TEAM RECOMMENDATION

LICENCE TO BE GRANTED:

LICENCE NOT TO BE GRANTED:

INSPECTOR'S SIGNATURE: 1..... 2.....

HEAD OF DEPARTMENT'S RECOMMENDATION:

EXECUTIVE DIRECTOR'S DECISION:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR D
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (SUMMARY SHEET) FOR
CAR RENTAL ESTABLISHMENT**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

INSPECTION

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 DATE:

INSPECTORS

1.

2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019

FORM FOUR E
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (FIELD SHEET) FOR
LICENSED TOURISM PLANT OPERATING CAR RENTAL**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

TYPE OF TOURISM PLANT: 1. CONFERENCE FACILITY 2. TRAVEL & TOUR
3. ACCOMMODATION 4. FOOD AND BEVERAGES 5. ENTERTAINMENT
6. OTHERS, SPECIFY PLEASE

INSPECTION DATE:

INSPECTORS

- 1.
- 2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

MANDATORY REQUIREMENTS

	ITEMS	AVAILABILITY		ACCEPTABILITY	
		YES	NO	YES	NO
1.	Front Office				
2.	Washroom Facility				
3.	Security				
4.	Safe / Cabinet				
5.	Car Park				
6.	Terminals				

Comments:

.....
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CERTIFICATE / DOCUMENTS

- Company Registration Certificate:
- Certificate of Incorporation:
- Certificate of Commencement of Business:
- GTB Licence for preceding year/No:
- Proof of 1% Tourism Levy payment:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

Bank Account in the Name of the Company:

Latest Audited Accounts:

Proof of Trade Association Membership: CRAG Others

Comments:

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PERSONNEL

	Availability	Acceptability
Manager and at least one other officer should have the pre-requisite qualification, competency and experience in management		
Drivers:		
Licence		
Proof of Literacy		

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

Uniform and Tag for Corporate Identity		
Training in Defensive Driving		

STAFF STRENGTH

Total Number: SALARY RANGE: MINIMUM (GH¢.....)- MAXIMUM (GH¢.....)

Female: Male:

Management:

Drivers:

Comments:

OPERATIONAL BOOKS

Description	Availability	Acceptability
Tariff List		

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

Tourist Map of Ghana		
Road Map of Ghana		
City Map of the Region		
Travel Guide to the Region		
General Information on Ghana		

Comments:

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INSPECTION TEAM RECOMMENDATION

COMPANY HAS BEEN LICENSED AS TOURISM PLANT UNDER THE TOURISM ACT, 2011 (ACT 817) AND MEETS OTHER REQUIREMENTS TO OPERATE FLEET AS CAR RENTALS:

COMPANY HAS NOT MET THE REQUIREMENTS OF CAR / FLEET RENTALS AND CANNOT BE REGISTERED:

COMMENTS:

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INSPECTORS' SIGNATURE: 1 2

HEAD OF DEPARTMENT'S RECOMMENDATION

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INFORMATION PROVIDED IS CONFIDENTIAL

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

For Official Use Only

Application Receipt No:

Registration Receipt No:

Sticker No. Issued:

Date:

Director's / Head of Department's Signature

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR F
(regulation 13(2))



GHANA TOURISM AUTHORITY

**INSPECTION SCHEDULE (FIELD SHEET) FOR
LICENSED TOURISM PLANT OPERATING CAR RENTAL**

NAME OF ESTABLISHMENT:

LOCATION:

SPECIFIC LANDMARK:

TYPE OF TOURISM PLANT: 1. CONFERENCE FACILITY 2. TRAVEL & TOUR

4. ACCOMMODATION 4. CATERING 5. ENTERTAINMENT OTHERS

INSPECTION

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 DATE:

INSPECTORS

1.

2.

OFFICER-IN-CHARGE:

DESIGNATION:

SIGNATURE:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

INSPECTORS FINDINGS AND RECOMMENDATION

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RECOMMENDED

NOT RECOMMENDED

PROPOSED DATE FOR RENEWAL:

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

SECOND SCHEDULE

(regulation 18(1) and 19(1))

APPROVED ROUTES FOR CHARTER FLIGHTS

Approved routes include

- (a) Ghana to United States of America, that is
 - (i) Accra-Atlanta-Accra;
 - (ii) Accra-New York-Accra; or
 - (iii) Accra-Washington-Accra;
- (b) Ghana to United Kingdom, that is Accra-London-Accra;
- (c) Ghana to Germany, that is Accra-Dusseldorf-Accra;
- (d) Ghana to Holland, that is Accra-Amsterdam-Accra; and
- (e) any other route approved by the Authority.

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REGULATIONS, 2019*

THIRD SCHEDULE

FORM ONE

(regulation 18(2))



**GHANA TOURISM AUTHORITY
APPLICATION FOR LICENCE TO OPERATE CHARTER FLIGHT**

File Ref:

Fee: Initials:

Receipt No:

Above this line for Official Use Only

To be completed in duplicate (original and a copy) and entries to be typed or hand written in Block letters please.

SECTION I

DETAILS OF APPLICANT

(i) Name:.....

(ii) Business Address:

Telephone No:

If a company

Company Registration No:

Date and Place of Incorporation.

Address of Registered office/Principal office in Ghana (if different from above)

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

(iii) If business name is registered:

(a) Number of registration certificate

(b) Date of registration

(iv) Address for correspondence and telephone number (if different from above)

(v) Personal contact

As the Ghana Tourism Authority may wish to ask you further questions or to discuss matters arising from your application, please state here the name(s) and telephone and extension number(s) or suitable contacts within your organisation

(vi) (If appropriate) date that operating as operator of charter flight commenced

SECTION II

FINANCIAL RESOURCES, OWNERSHIP AND CONTROL OF BUSINESS

Note this section is to be completed if the applicant is a body corporate (eg. registered as a company): otherwise applicant should complete section III.

- (i) If a subsidiary of another company, the name and address of the parent and/or ultimate holding company.
- (ii) (a) The name(s) and address(es) of any subsidiary companies and where incorporated
(b) The name(s) and address (es) of any associated companies and where incorporated
- (iii) (a) Name in full and private address of every member of the Board of Directors and details of the shares, debentures and loan capital beneficially owned by each and by the spouse of each as appropriate; Directors should be indicated by (W).
(b) Information requested in (a) in respect of the company secretary and managerial staff.
(c) The name and address of any shareholder owning twenty five percent (25%) or more of the shares in the company.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

- (iv) (a) Stated share capital
 - (b) Issued share capital
 - (i) For cash
 - (ii) Otherwise than for cash (state nature of consideration)
- (v) Details of loans and debentures if any and security therefore

SECTION III

**OWNERSHIP AND CONTROL OF BUSINESS (NOT APPLICABLE TO APPLICANTS
WHO HAVE COMPLETED SECTION II)**

- State whether the applicant is a partnership or a sole owner
- (i) If a sole owner state name in full and address
 - (ii) If a partnership, state name in full and address of each partner

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

SECTION IV

SECURITY REQUIREMENTS

All licences will be made subject to the condition that the applicant has secured a bank guarantee of (Written evidence of guarantee must be forwarded together with the application form), and the said sum of money will in the event of failure of the applicant; become available for the purpose of reimbursing any of clients of the applicant who paid, in whole or in part.

SECTION V

THE LICENCE

The licence to operate a charter flight will authorize the holder to engage in the provision of accommodation on Advance Booking Charter flights.

SECTION VI

FEES

An annual fee of shall be paid by the operator of a charter flight engaged in the operation of the Advance Booking Charter flight.

SECTION VII

I enclose a cheque or postal orders for the licence fee of

I, the undersigned, hereby declare that to the best of my knowledge and belief the foregoing particulars are true and complete.

Signature

Signatory's Name

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

(Block letters)

On behalf of

.....

Official Position

.....

Date

This form must be signed as follows:

- (i) If an applicant is an individual, by that individual.
- (ii) If applicant is a partnership, by the precedent partner.
- (iii) If a body corporate, by a duly authorized officer who should state official position of the authorized officer.

The name of the person signing the application should be typed on all copies of the application. Only the original needs to be signed.

This form should be returned in duplicate to:

Ghana Tourism Authority
P.O Box GP 3106, Ridge
Accra

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM TWO
(regulation 22(2))



GHANA TOURISM AUTHORITY

PARTICULARS OF TOUR OPERATORS FORM

Operator Date of Flight Flight No

From To

Type of aircraft which the operator expects to use for the flight

Name and Address of Charter Flight Operator	Licence No. (where applicable)	Number of seats sold to Charter Flight Operator	Price paid for block of Seats (GHS/USD)

Certified Correct Signature.....

On behalf of Charter Flight Operator

Date Status.....

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by Ghana Tourism Authority.

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM THREE

(regulation 22(3))



GHANA TOURISM AUTHORITY

ADVANCE LIST FORM

Serial No,

Operator..... Date of Birth..... Flight No..... From To

Name of Charter Flight Operator..... Licence No.....(where applicable)

Total number of seats bought for this flight Number of passengers on this list.....

NAME OF PASSENGER	Permanent Address (temporary address, if applicable, should be entered immediately below the permanent address)	Number of Identification Document	COUNTRY, TOWN AND AIRPORT OF	Date of departure on outward journey or intended date of arrival at end of return journey (as applicable) showing "O" for outward and "R" for return
SURNAME FORENAME			(a) Embarkation (b) Disembarkation	

Certified Correct Signature.....

On behalf of Charter Flight Operator

Date Status

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by Ghana Tourism Authority.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FOUR
(regulation 23(1))



GHANA TOURISM AUTHORITY
SUBSTITUTE LIST FORM

Serial No,

Operator..... Date of Birth..... Flight No..... From To

Name of Charter Flight Operator..... Licence No.....(where applicable)

Total number of seats bought for this flight Number of passengers on this list.....

NAME OF PASSENGER	Permanent Address (temporary address, if applicable, should be entered immediately below the permanent address)	Number of Identification Document	COUNTRY, TOWN AND AIRPORT OF	Date of departure on outward journey or intended date of arrival at end of return journey (as applicable) showing "O" for outward and "R" for return
SURNAME FORENAME			(a) Embarkation (b) Disembarkation	

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by Ghana Tourism Authority.

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM FIVE
(regulation 24(3))



GHANA TOURISM AUTHORITY
WAITING LIST FORM

Serial No,

Operator..... Date of Birth..... Flight No..... From To

Name of Charter Flight Operator..... Licence No.....(where applicable)

Total number of seats bought for this flight Number of passengers on this list.....

NAME OF PASSENGER	Permanent Address (temporary address, if applicable, should be entered immediately below the permanent address)	Number of Identification Document
SURNAME FORENAME		

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by the Ghana Tourism Authority.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM SIX
(regulation 25)



GHANA TOURISM AUTHORITY
NOTICE OF CONSOLIDATION FORM

Serial No,

Operator..... Date of Birth..... Flight No..... From To

Name of Charter Flight Operator..... Licence No.....(where applicable)

Total number of seats bought for this flight Number of passengers on this list.....

NAME OF PASSENGER	Permanent Address (temporary address, if applicable, should be entered immediately below the permanent address)	Number of Identification Document	Date of Flight	Identification of earlier flight
SURNAME				
FORENAME				

Certified Correct Signature.....

On behalf of Charter Flight Operator

Date Status

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by Ghana Tourism Authority.

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*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

FORM SEVEN

(regulation 26(1))



**GHANA TOURISM AUTHORITY
POST FLIGHT FORM**

Serial No,

Operator..... Date of Birth..... Flight No..... From To

Name of Charter Flight Operator..... Licence No.....(where applicable)

Total number of seats bought for this flight Number of passengers on this list.....

NAME OF PASSENGER	Permanent Address (temporary address, if applicable, should be entered immediately below the permanent address)	Number of Identification Document	Date of Flight	Identification of earlier flight
SURNAME FORENAME				

Certified Correct Signature.....

On behalf of Charter Flight Operator

Date Status

This form is to be completed in accordance with the Schedule of Advance Booking Charter terms published by Ghana Tourism Authority.

*TOURISM (TRAVEL TRADE ENTERPRISE REGISTRATION AND LICENSING)
REGULATIONS, 2019*

BARBARA OTENG-GYASI (MRS.), (MP)

Minister responsible for Tourism, Arts and Culture

Date of Gazette notification: 23rd October, 2019.

Entry into force: 27 November, 2019.

GHANA PUBLISHING COMPANY LTD, ASSEMBLY PRESS, ACCRA. GPCL/A427/1,450/05/2020

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