...../...../..........

THE ASSOCIATION OF TURKISH TRAVEL AGENCIES

# ISTANBUL

Subject : Travel Agent……………………………………'s Application for Branch………………….. (Travel Agent Branch Application).

To Whom It May Concern

We would like to start up a Branch……………………………………(address) of our Travel Agent……………………… (name/title of the Agent), falling into Category…………………… .

The application file for the startup of branch is provided in the annex.

Kindly submitted for necessary action.

Sincerely,

Stamp / Signature

TELEPHONE :

FAX:

**Note: It must be completed by the authorized signatory for Travel Agents.**

Annex:

**PROCEDURES FOR STARTING UP A NEW BRANCH**

# **REQUIRED DOCUMENTS**

1. **Letter of Application.**
2. **Original of the Certificate of Trade Registry pertinent to the branch, which also includes the authorized signatory or signatories.**
3. **Original or certified copy of the list of signatories authorized to represent the legal entity.**
4. **Original copy of the declaration which specifies the date and issue of the Trade Registry Gazette published with respect to the startup of the branch (Annex-4)**
5. **The following documents / certificates pertinent to the personnel referred to under Article 35 of the Travel Agents Regulation;**
	* 1. **Vocational school, associate's degree or bachelor's degree diploma in the field of hotel management and tourism (Certified)**

 **or**

* + 1. **Original copy of the information officer foreign language certificate.**

(For Category C travel agents, information officer certificate shall do, no foreign language certificate shall be required)

or

* + 1. **Guide Certificate issued by the Ministry (Certified)**
		2. **Original Copy of the declaration of Turkish Identity Number as provided in ANNEX-3,**
		3. **Original copy of the declaration of Social Security Institution business place code,**

(Agent owners, if they actually work in the agent, shall be deemed agent personnel if they hold any of the aforementioned documents / certificates.)

1. **On the basis of the values prescribed under Article 34 of the Public Procurement Law 4734, dated 04/01/2002;**
	* + **If guarantee shall be provided in form of a letter of guarantee, definite letter of guarantee unlimited in time must bear the title of agent and its trade name.**
		+ **The guarantees to be provided other than letters of guarantee shall be paid to Ministry's Central Accounting Unit or to the Ministry Central Accounting Unit through the agency of accounting units of provincial or county General Budget Offices.**
		+ **For category A : 1,750,00 (one thousand seven hundred fifty Turkish Liras)**
		+ **For category B : 1,500,00 (one thousand five hundred Turkish Liras)**
		+ **For category C : 1,250,00 (one thousand two hundred fifty Turkish Liras)**

1. **Question cards with photo.**
	* Following the completion of the documents / certificate relating the application lodged to TURSAB (The Association of Turkish Travel Agencies), TURSAP shall investigate and evaluate the documents / certificate submitted.
	* TURSAB shall perform an investigation and evaluation as to whether or not the business place of the travel agent at the specified address meet the qualifications and conditions referred to under Article 17 and whether or not the records for the personnel are kept.

## Member Registration Fee (01.01.2018-31.12.2018)

* + The trade agent candidates, who are determined to meet the conditions referred to under the legislation in consequence of the investigation and review as will be made by TURSAB, shall be registered as a member of TURSAB upon such candidates ensure the payment of the member registration fee.

**Main Agent membership fee shall be:**

**Category (A) 55.862,65 Turkish Liras**

(Category B) **55.862,65 Turkish Liras**

Category **(C) 55.862,65 Turkish Liras**

Annual fee shall be five percent of the main member registration fee.

* + Pursuant to Articles 21 and 28 of the Travel Agents Regulation, TURSAB shall perform an investigation and evaluation on the original or certified copies of the information and documents / certificates submitted in respect of the application, and where statement of criminal records are required, TURSAB shall confirm the accuracy of the statement of criminal records with reference to the relevant authority. If the original copies are not submitted where it is necessary to submit the original copies of such documents / certificates, after confirming faithfulness of the document / certificate against the original copy thereof, the relevant officer shall write the name and title, and so certify such documents / certificates.

Certification of documents as a true copy shall be ensured by TURSAB only if the person submitting the original copy of the document is:

**Travel Agent legal entity's;**

* 1. **Person or persons authorized to represent and bind**
	2. **General Manager**
	3. **Company Manager**
	4. **Travel Agent personnel (as defined under Article 35 of the Travel Agents Regulation)**
	5. **Insured employee (in which case Monthly Premium and Service Document must be served.)**
	6. **A person authorized by a power of attorney**
	+ If the Ministry, in consequence of the investigation and evaluation made by the Ministry, discovers that some documents are missing, TURSAB shall, upon the receipt of notification, inform the applicant to complete the missing document(s), upon which the applicant shall act accordingly. Upon the completion of the missing document, in consequence of the required investigation and evaluation, the Ministry shall provide the eligible applicants with a license to operate as a travel agent branch.

**NOTE:**

In respect of the statements or documents referred to under Article 21 and 23, if any statements made or any documents submitted are inaccurate, such application shall be cancelled.

Subject to the applicable provisions of the Turkish Penal Code, a criminal complaint shall be filed to the Chief Public Prosecutor's Office about the applicants who submit inaccurate documents or make false statements.

ANNEX -2

DECLARATION OF TURKISH IDENTITY NUMBER AND CRIMINAL RECORD

**a) For Turkish Subjects:**

Turkish Identity Number :

Name and Surname :

Mother’s Name :

Father’s Name: :

Place of Birth :

Date of Birth (Day/Month/Year) :

Place of Registry :

(Province, County, Street-Village) :

I hereby declare and undertake that I meet the qualifications referred to under Article 8 of the Travel Agents and Association of Travel Agents Act 1618, and that I shall provide information in case any such qualifications change.

Date - Signature - Name

**b) For Foreign Subjects:**

Name and Surname :

Place of Birth :

Date of Birth (Day/Month/Year) :

I hereby declare and undertake that I meet the qualifications referred to under Article 8 of the Travel Agents and Association of Travel Agents Act 1618, and that I shall provide information in case any such qualifications change.

Date - Signature - Name

ANNEX -3

**DECLARATION REGARDING THE PERSONNEL TO BE EMPLOYED:**

Turkish Identity Number :

Name and Surname :

Social Security Business place Code :

Document / Certificate Submitted:

* Original Copy of the Information Officer Certificate of Foreign Language Achievement.
* Information Officer Certificate of Achievement (Applicable only to Category C Travel Agents)
* Certified copy of the Guide Certificate issued by the Ministry,
* Original or certified copy of the certificate, evidencing the successful completion of a vocational high school, associate's degree or bachelor's degree in the field of hotel management and tourism

 Date - Signature - Name

|  |  |
| --- | --- |
| DETAILS OF THE TRAVEL AGENT TO OBTAIN A BRANCH OFFICE STARTUP LICENSE | TITLE OF THE AGENT |
|  | (PRIMARY) ADDRESS |
|  | GROUP |
|  | NO. OF OPERATING LICENSE |
|  | BRANCH ADDRESS |
|  | TELEPHONE:MOBILE:FAX:E-MAIL :WEB :  |
|  | TRADE REGISTER NUMBER: |
|  | TAX OFFICE:TAX ID NUMBER: |

# PHOTO

 TRAVEL AGENT'S

 TITLE : .......................................

 HEAD OFFICE : .......................................

 CATEGORY : .......................................

**QUESTION CARD REGARDING THE PERSONNEL OF TRAVEL AGENTS**

NAME AND SURNAME :

FOREIGN LANGUAGE :

RESUME :

 SIGNATURE

**LETTER OF GUARANTEE**

**TEXT SAMPLE**

REPUBLIC OF TURKEY

# **MINISTRY OF CULTURE AND TOURISM**

ANKARA

**Since our bank guarantees the maximum amount of ..............TL (ONLY/.....TL) which ……………… (…………………Travel Agent) must provide as startup guarantee / for the establishment of the branch office pursuant to Travel Agents and Association of Travel Agents Act; should the said firm fail to fulfill its obligations in part or in whole arising from the Act, we hereby agree and undertake to pay the above-written amount completely and in full to you, without any need for a warning or a court order or the permission of the aforementioned entity, and regardless of any dispute between the said firm and your Administration and their consequences, upon your first written request, together with the delay penalty accruing from the date of request, in cash and in full until the date of payment. We make this declaration in capacity of authorized signatory of the bank.**

**This letter of guarantee is definite and unlimited in time.**

**POINTS TO CONSIDER:**

NOTE: With regard to the category of the agent's parent office / branch office as will be started up, the following amounts of guarantee must be considered. The company title and agent title must written in full.

For the startup of category (A) travel agents;

7,000,00 - Turkish Liras (Only/ SEVEN THOUSAND TURKISH LIRAS)

For the startup of category (B) travel agents;

6,000,00 - Turkish Liras (Only/ SIX THOUSAND TURKISH LIRAS)

For the startup of category (C) travel agents;

5,000,00 - Turkish Liras (Only/ SIX THOUSAND TURKISH LIRAS)

**For each branch, some 25 % of the above-mentioned amounts shall be required as a guarantee, also specifying for which branch it is required.**

**ANNEX -4**

**DECLARATION ABOUT THE DATE AND ISSUE OF TRADE REGISTRY GAZETTE REGARDING THE APPLICATION;**

* **TRADE REGISTRY GAZETTE RELATING TO THE STARTUP OF BRANCH OFFICE**

 **DATE OF THE TRADE REGISTRY GAZETTE :**

 **ISSUE OF THE TRADE REGISTRY GAZETTE :**

Date - Signature - Name