

THE TRAVEL AGENCIES REGULATION ACT

REGULATIONS
(*under section 23*)

The Travel Agencies Regulations, 1958

L.N. 255/58
263/71
16/72
86C/86
43C/90
53A/93
46/99
9A/2003

THE TRAVEL AGENCIES REGULATION ACT

REGULATIONS
(under section 23)

THE TRAVEL AGENCIES REGULATIONS, 1958

(Made by the Governor in Council on the 20th day of November, 1958)

L.N. 255/58

See

L.N. 254/59

Amd:

L.N. 263/71

16/72

86C/86

43'C/90

53A/93

46/99

9A/2003

[2nd February, 1959.]

1. These Regulations may be cited as the Travel Agencies Regulations, 1958.

2. The Registrar shall keep a register known as the Register of Travel Agencies in Form A of the Schedule.

Schedule.

Form A.

3. Any person who desires to inspect the Register shall —

- (a) attend at the office of the Registrar between the hours of 10.00 a.m. and 3.00 p.m. Monday to Friday;
- (b) execute and deliver to the Registrar a *proceipe* in Form D of the Schedule; and
- (c) pay a fee of one dollar for the inspection of the Register.

Form D.

4. Every application to the Registrar for the registration of a travel agency shall be in Form B of the Schedule.

Form B.

5. The proprietor of a travel agency or, where the travel agency is a company, its directors shall furnish the Registrar with—

- (a) evidence of good character and integrity by way of two recommendations from commercial banks, solicitors, Justices of the Peace or any other persons satisfactory to the Registrar;
- (b) evidence of financial ability to operate a travel agency by way of a bank statement or a bank guarantee or other evidence satisfactory to the Registrar indicating the availability of sufficient funds to provide working capital for at least three months to cover such overhead charges as rent, telephone, postage, advertisement, lights, staff salaries;

- (c) a bond with surety, which may be a bonding company, in the sum of one hundred thousand dollars;
- (d) bonds with sureties in the sum of twenty-five thousand dollars entered into by such members of the staff or agents of the travel agency as the Registrar shall determine.

6.—(1) The proprietor of a travel agency or, where the travel agency is a company, its directors shall keep in relation to the operation of the travel agency proper books of account with respect to—

- (a) all sums of money received and expended by the travel agency and the matters in respect of which the receipt and expenditure take place;
- (b) all applications for the booking of passages;
- (c) the assets and liabilities of the company.

(2) For the purposes of this regulation, proper books of account shall not be deemed to be kept with respect to the matters aforesaid unless there are kept properly written up in the English language such books as are necessary to give a true and fair view of the state of the travel agency's affairs and to explain its transactions.

7.—(1) Every application for the registration of a travel agency shall be accompanied by an inspection fee of five thousand dollars.

(1A) A registration fee of two thousand dollars shall be payable by an applicant upon approval of his application for registration and before he is issued with a certificate of registration pursuant to these Regulations.

(2) On or before each anniversary of the registration of a travel agency the proprietor or, where the travel agency is a company, its directors shall pay to the Registrar an annual registration fee of one thousand five hundred dollars while the travel agency remains in operation.

Form C.

8. A certificate of registration issued by the Registrar shall be in Form C of the Schedule.

9. Deposits or advances on passages shall be kept in a special bank account and shall be refundable without any deduction:

Provided that where a depositor cancels a passage and applies for a refund of his deposit or advance in relation thereto a cancellation fee of not more than five per cent of the cost of the passage may be deducted by the travel agency from such deposit or advance.

10. The travel agency shall issue a receipt for each deposit or advance.

11. Any person who contravenes any of the provisions of regulation 9 or 10 shall be guilty of an offence and shall be liable on summary conviction before a Resident Magistrate to a fine not exceeding one hundred dollars or to imprisonment for a term not exceeding three months.

SCHEDULE

FORM A

(Regulation 2)

Register of Travel Agencies

Name of travel agency.....

Address.....

Whether registered company.....

Particulars of registration.....

Name of proprietor/directors.....

.....

Name and address of—

 (i) manager.....

 (ii) secretary (if a company).....

 (iii) sub-agents.....

Bankers.....

Date of registration.....

Date of payment of fee.....

Name of auditors.....

Address of auditors.....

Name of bonding company or sureties.....

Address of bonding company or sureties.....

.....

Date of bond.....

Amount of bond.....

Annual renewal of bond.....

Date of gazetting.....

Duly registered this day of , 19 .

Registrar

THE TRAVEL AGENCIES REGULATIONS, 1958

FORM B

(Regulation 4)

Application for Registration of Travel Agency

Name of applicant.....
 Address.....
 Name of travel agency.....
 Address.....
 Whether registered company.....
 Particulars of registration.....
 Name of proprietor/directors.....
 Name and address of—
 (i) manager.....
 (ii) secretary (if a company).....
 (iii) cashier and/or other persons responsible
 for collecting custody of cash.....

 (iv) sub-agents.....
 Name of bonding company or sureties.....
 Bankers.....
 Address.....

Signature of applicant

Date.....

FORM C

(Regulation 8)

I..... Registrar of Travel Agencies
 DO HEREBY CERTIFY THAT.....
 (Name of travel agency)

situated at.....
 operated by.....of.....
 has been duly registered at page.....of the Register of Travel Agencies,
 in accordance with the Travel Agencies Regulation Act.

Signature.....
 Registrar of Travel Agencies

Date.....

FORM D

(Regulation 3)

I.....
 of.....
 DO HEREBY REQUEST that I be allowed to make a search in the Register of Travel
 Agencies.

Dated this day of ,19 .

Signature.....