



The President,
OTTOAI , New Delhi

Dated: _____

We would like to join OTTOAI as a member in the category as ticked below and do agree to accept all the by-laws of the society. Outbound Tour Operators Association of India

MEMBERSHIP ELIGIBILITY

Active Member : shall mean tour operators who are in business of foreign tours and travel for a period of at least one year and have organized foreign trips for tourism/ study tours/conferences/ conventions/ mices/ medical tourism and as per rules framed by Executive Committee from time to time. Application for 'Active Member' shall be recommended by one EC Member and one any other Active Member who has cleared all its dues as on date of recommendation.

Criteria for Active membership.

1. C.A. Certificate is mandatory with a total outbound remittance/ billing of Rs 15 lakhs per annum.
2. PAN card.
3. Proof - One year in business existence from date of application.
4. Copy of MOA or partnership deed etc.
5. 150 sq.ft of office space.

In addition, the below given criteria is required:

1. To get letter of recommendation from overseas supplier.
2. To get letter of recommendation from National Tourism Office.
3. One staff / Owner should have done a certification course for outbound tourism like Aussie Specialist, Thailand Expert etc.
4. Certification from FFMC (Full fledged money changer authorized by RBI.) for purchase of forex for clients / reimbursement.

Inspection of office of the person applying for Active membership by active member of the Association or any nominated person by the General/Joint Secretary other than the proposer.

Renewal of membership : renew the active membership after every 2 years subject to the condition that the applicant/nominee has to complete 20 hrs of training/attended seminar conducted by the National Tourism Boards.

Company Profile (Max 200 words): _____

APPLICATION FORM FOR OTOAI

(Please fill up this form after reading the extracts of the rules & regulations)

MEMBERSHIP APPLIED FOR :

(Please tick one)

- ☐ ACTIVE
☐ ALLIED
☐ OVERSEAS
☐ NATIONAL TOURIST OFFICE
☐ HONORARY

1. **Name of firm/company :** _____

(As per Registered Name/Trade Name if any)

2. **Main line of business :**

(Please tick one)

- ☐ Outbound tour operator (active)
☐ Hotel marketing representative /DMC/NTO's (Allied)
☐ Hotel/Resort/Camp (Allied)
☐ Transport/Airlines (Allied)
☐ Others.....(Allied)

3. **Registered Office Address:** _____

4. **Office address where correspondence to be addressed (If different from above) :** _____

5. **Name of your two authorised representative:** (please attach 2 photographs each)

1. NAME: _____ 2. NAME: _____

Designation _____ Designation _____

Date of Birth: _____ Date of Birth: _____

Anniversary: _____ Anniversary: _____

Paste Photo

Paste Photo

Paste Business

Paste Business

6. Contact phone No. (with city code): _____

7. Contact fax No. (with city code): _____

8. Contact e-mail id website (if any): _____

9. Mobile No.: _____

10. Residence No.: _____

11. Clarify status of applicant ☐ Corporation/Public Ltd./Pvt.Ltd/
(Tick One) ☐ Partnership/Sole Prop./Others
☐ (Pls Attach Moa/Partnership Deed)
☐ (Mandatory Please Attach Copy)

12. If tour operator/travel agent applying for active membership please clarify : (If Applying for active membership then go to 12 (A), (B) & (C)) : _____

12(A). Does any hotel/transporter/airline shipping company have any interest in the applicant

12(B). State your total business turn over in the preceding financial year : _____

12(C). State your turnover from overseas booking of hotel/packages for Indian nationals in financial year (Encl. A certificate from practicing CA for 12(b) & (c) as per annexure - I, on page no 8)
(Mandatory Please Attach copy) only for active membership

13. Income tax permanent account no. (Mandatory Please Attach copy) _____

14. Approx office area (In sq.ft.): _____

15. In business since when: _____

(Attach valid proof i.e. S.T Registration No., Copy of Bank a/c, water electricity bill etc)

16. Service Tax Registration No. (Attach copy): _____

17. Is your Firm/Company member of any other Association i.e. (If yes, please attach copy of latest certificate)

☐ TAAI ☐ TAFI ☐ IATA ☐ IATO ☐ ADTOI ☐ ASTA ☐ PATA ☐ IAAI ☐ Other _____

Admission Fee/ Annual Subscription Of

Outbound Tour Operators Association Of India

Sr. No. Membership Category Admission Fee (One time) Annual Subscription

Tick	Membership Type	Joining Fee	Annual Fee
<input type="checkbox"/>	Active	Rs. 5000.00	Rs. 6000.00
<input type="checkbox"/>	Allied	Rs. 5000.00	Rs. 4000.00
<input type="checkbox"/>	Overseas	US\$ 200.00	US\$ 400.00
<input type="checkbox"/>	Honorary	NIL	NIL
<input type="checkbox"/>	National Tourist Office (NTO)	US\$ 400.00	US\$ 400.00

VALIDITY PERIOD OF MEMBERSHIP – 01 APRIL TO 31 MARCH

- Cheque no.: _____ for Rupees _____
in favour of Outbound Tour Operators Assoc Of India.
- Service Tax/ Cess as applicable shall be extra.
- Subject to revision by Executive Committee from time to time.

(Signature & Seal of Applicant)

Place: _____

Dated : _____

Note: acceptance of cheque will not give any right to party to claim membership of OTOAI

Bank Details

Bank Name and Address : HDFC Bank, 2/10 East Patel Nagar, New Delhi - 110008

Beneficiary : Outbound Tour Operators Assoc.Of India

A/C. Number : 01441450000422

Swift code of HDFC bank : HDFCINBB DEL

Address

Outbound Tour Operators Association of India

B-8, Aman Chambers, Main Pusa Road, 47/21-22,
Old Rajinder Nagar, New Delhi- 110060

Phone: +91 11-43464139

Email: info@otoai.org, info.otoai@gmail.com

Contact persons: Admin. Secretary Mob. 9999852890

For any queries please contact to **Mr. Vineet Gopal** (Joint Secretary) +91 9811622000

Introduction by 2 active OTOAI Members

We certify to have known the above party to be in business of tourism related industry for over twelve months

A.

OTOAI firm member: _____

Active member since: _____

Representative: _____

Signature: _____

(with stamp)

Date

B.

OTOAI firm member: _____

Active member since: _____

Representative: _____

Signature: _____

(with stamp)

Date

FOR OFFICE USE

Application scrutinized on: _____

By Members

Status of Membership: _____

Remarks: _____

Gen. Secretary

Office Incharge

Membership rectified by EC meeting on: _____

Inspected By

Membership Number Allotted: _____

Issued certificate on: _____

(General Secretary)

(Joint Secretary)

(Treasurer)

(Membership Committee)

DECLARATION BY THE APPLICANT

(To Be Printed & Signed on Letter Head)

A. I / We hereby agree to follow ethical business practices as defined in the Uniform Code of Conduct of the Association and I have read the same. I/We also understand that if tomorrow by procedures of EC/General House any amendments and changes are enacted in constitution that will be agreed upon.

B. I / We hereby agree to intimate the association in writing within Three months of any change in the present Ownership of the Firm/Company.

C. I / We understand that our Application for Membership may be rejected without assigning any reason whatsoever and have no objection to this.

D. I / We hereby declare that the information provided by me/us in the application is true and correct to my knowledge and belief.

E. I / We agree to accept and abide by all decisions taken by the Executive Council.

Name & Designation Date Signature With Stamp Of The Firm / Company

EXCERPTS FROM RULES & REGULATIONS

The Term “Outbound Tour Operator – Active” Shall mean outbound tour operators of Indian origin and the organizations run and controlled by persons of Indian origin. tour operators who are in business of foreign tours and travel for a period of at least one year and have organized foreign trips for tourism/ study tours/ conferences/ conventions/ MICE/ Medical Tourism and as per rules framed by Executive Committee from time to time. Application for 'Active Member' shall be recommended by 1 EC Member and 1 any other Member who has cleared all its dues as on date of recommendation. Tenure of 'Active Member' shall be - 2- years subject to renewal by EC and who has been doing business for a minimum period of one year and who have done outbound remittance/outbound billing equivalent to minimum of Rs. 15,00,000/- (Rupees Fifteen Lac Only) In The Preceding financial year of Hotel Rooms/Packages on behalf of Indian citizens.

Have an office space of minimum 150 sq. ft. and whose sole proprietor or any partner or director or employee has a minimum experience of one years in the tourism industry.

Provided that any person of the firm/company who is a subsidiary of branch office of a hotel shall not be considered as a outbound tour operator.

Explanation : For the purpose of this definition the term subsidiary would include subsidiary company as defined by The Indian Companies Act, 1956 as well as concerns in which the Partner / Sole Proprietor / Share Holders / Directors of the firms and companies owning, running or managing any hotels have any shareholding or interest.

Place: _____

Date: _____

Signature of Applicant: _____

Name of Applicant: _____

Official Seal: _____

SPECIMEN OF CHARTERED ACCOUNTANT'S CERTIFICATE
(To be printed and signed on CA Letterhead)

To whomsoever it may concern

This is to certify that on the basis of books of account and other records produced to us for verification and explanations given by (company name with address): _____

Total turn over of business of the said company during the preceding (financial Year ____/ 20 ____)
was Rs. _____ (in words rupees _____)

Which includes outbound remittance/outbound billing equivalent to minimum of Rs. 15,00,000/-
(Rupees Fifteen Lac Only) in the preceding financial year of Hotel Rooms/Packages on behalf
of Indian citizens.

This certificate is issued at the request of directors of the company.

For name of chartered accountant company

Name with signature & seal

Place: _____

Date: _____