

MEMBERSHIP APPLICATION FORM

For Office Use Only
Name
Category
Membership No
W.e.f

APPLICATION FORM

To

The President ,
Indian Association of Tour Operators
New Delhi

Dear Sir ,

We, _____

Hereby apply for membership of your Association.

1. I / We hereby solemnly promise to abide the rules and regulations of the Indian Association and to observe a high ethical standard in the conduct of our business without reservation or equivocation of any kind, consistent with the regulation in force from time to time. We also note and accept that any member who shall act to the detrimental of or against the interest of the Association or who shall fail in observance of or violate any of the Managing Committee is improper or is prejudicial to the Association or whose conduct or action in the opinion of the managing Committee is improper or is prejudicial to the Association or is detrimental to the interest of the tourism, after due inquiry be either censured, suspended or excluded from the Association by the Executive Committee for which action, the Executive Committee shall not be bound to assign any reason.
2. I / We agree and undertake to intimate to the Association any change in our status / constitution and / or conventional or corporate name by any reason whatsoever within 30 days of any such change being effected
3. I / We do hereby agree to intimate the Association in writing about any change in the present ownership of the company.

(Stamp of the Company)

Date

Your's truly

Signature

Name

Designation

QUESTIONNAIRE

To be filled in by an applicant who wishes to become a member of the Indian Association Of Tour Operators.

1. Name of the Firm	
2. Date of Establishment	
3. Full address,	Telephone Office
.....
.....	Res. Fax.
.....	E-mail
.....	Website
1. Name of the Individual (s) with designation (s) who will represent the company / firm.	
i) _____	Email..... Mobile
ii) _____	Email..... Mobile.....
5. State whether the applicant is a sole proprietary concern, partnership firm, a private limited company or a public limited company.	
6. Give the name (s) of the proprietor , or the partners or the directors of the company, as the case may be and a list of the shareholders.	
7. State the paid up capital as on date. In case of proprietorship or partnership , state the capital invested.	
8. a) If an excursion Agent, please state. (i) Are you recognised by Govt. of India / State Tourism Department ? (b) If a Hotel : (i) Are you a member of any Hotel Federation ? (ii) Recognised by the Department of tourism ? (c) Any other category (see Guidelines)	
9. State place where you have branch offices with their full addresses.	
10. Are you an I.A.T.A approved Passenger Sales Agent? If so, state number of Licence.	
11. Are you holding a R.B.I. Licence? If so, state number of Licence.	
12. Are you recognised by the Ministry of Tourism, Government of India / State Government? If so, since when?	
13. Are you a Member of any Trade Association, society, etc.? If so, state name.	

14. State name of your banker with full address.	
15. What is your annual turnover	
16. How much your total turnover is derived from tourism	
17. How much your total turnover is in foreign exchange.	
18. Company profile in not more than 50 words :	
19. Also please enclose the following :	
(a) A Letter of recognition from the Ministry of Tourism.	
(b) Certificate from your bank certifying the foreign exchange earning as indicated in the application form.	
(c) Copy of the balance sheet of the previous year.	
(d) Documentary evidence of completing at least one year from the date of establishment like certificate of Incorporation from Registrar of Companies etc.	
(e) Any other document which you think will be helpful to consider your application.	
<p>PLEASE GET YOUR APPLICATION RECOMMENDED BY TWO IATO MEMBERS</p> <p>(at least One must be an Active member)</p>	
IATO Membership No.....	IATO Membership No.....
Name:.....	Name:.....
Designation:.....	Designation:.....
Organization:.....	Organization:.....
Signature:	Signature:.....
Date:.....	Date:.....
Stamp of the Company:.....	Stamp of the Company:

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Decision of the managing Committee :

APPROVED AS ACTIVE / ALLIED / ASSOCIATE / INTERNATIONAL ALLIED HONORARY MEMBER
NOT APPROVED / DEFFERED .

Date

Signature _____
President



'Code of Conduct'

1. I will always strive to meet the highest evolving standards of Competence in the profession and add value to organizational success.
2. I will deal with all tourism stakeholders with utmost **Integrity** and create an environment of trust leading to **Ethical** success of my organization.
3. I will ensure that I am always **reliable** and consistent in all my actions by accepting responsibility for my decisions and actions thereby creating **Credibility** for my profession and myself.
4. I will be objective in all my actions and decisions and foster **Fairness** with firmness.
5. I will conduct myself in a way that **Facilitates Growth** and Development of all those I am responsible for.
6. I will strive to be a **Role Model** for all others and Champion exemplary practice of the tourism profession.
7. I will respect the rights of privacy, will not use my position for personal gains and ensure that there is no **Conflict of Interest** in what I do with any of tourism stakeholders.
8. I hereby accept all the Rules & Regulations as described in the IATO Code of Conduct (Code of Ethics and Professional Responsibility) booklet.

Date: _____ **(Signature)** _____

Name of the Person _____

Name of the Company _____

Stamp:

MEMBERSHIP PROCEDURE

- The membership of the association shall be open to organizations of good professional reputation and standing who have been connected with tourism and / or travel industry for at least one year.
- All applications for membership must be made on the prescribed form and must be proposed and seconded by two members of the association, of which one must be an active member and both the proposer and seconder should not be members of the executive Committee.
- The applications for membership shall be considered by the Executive Committee in a duly convened meeting and approved by a majority of two third of the members present.

MEMBERSHIP CATEGORY

The membership of the association shall be composed of

a) Active Members (b) Associate Members (c) Allied Members (d) Honorary Members

The Executive Committee may at any time create different classes of members and may provide for entrance fees and subscriptions and define their respective rights and privileges. The Executive Committee shall have power to dispense with the payment of the entrance fee/membership fee, if they deem fit. The decision of the Executive committee will be final in all cases.

Active Members: A firm or company having established place of business in India and recognized by the Department of Tourism as Tour Operator / Travel Agent for a minimum period of **two year** and its major substantial part of activity of promotion of tourism and foreign exchange earnings in a year is minimum Rs.20,00,000/- shall be eligible for membership as an active member of the association provided an application is made and accepted by the Executive Committee. However only one office of a firm or company shall be admitted as an Active Member of the Association.

Associate Members: Any other office including overseas offices of an active or allied member shall be eligible for associate membership of the association. **The minimum turnover of the company/firm should be Rs. 10 Lakh.** They shall have no right to vote in the proceedings of the association.

Allied Members : Any firm or company, which is regularly engaged or associated with Tourism and travel industry such as carrier companies, hoteliers, restaurants, excursion agents, transport contractors, forwarding and clearing agents, shipping companies, state tourist corporations / organizations, hotel marketing representatives/ agencies, trade publications and any overseas firm / company /corporation / organization shall be eligible for membership as an allied member. **The minimum turnover of the company/firm should be Rs. 10 Lakh.** The allied members shall have the right to participate in the activities of the association except to vote. The allied members will be represented on the Executive Committee by nomination of office bearers of various national trade associations who reciprocate membership to IATO executive members on their association.

International Members: Any international firm or company which is engaged or associated with tourism and travel industry shall be eligible for membership as allied members of the association. The members shall have the right to participate in the activities of the association except to vote.

Honorary Members: The Executive Committee may invite persons who are Hall of Fame Awardees and distinguished society members and / or who have distinguished themselves by the services to the services to the tourism and Travel Industry in the National or International field to become Honorary Members of the Association. Such members will be invited to the association by the unanimous vote of all the members of the Executive Committee.

MEMBERSHIP FEE

Active Member	Admission Fee	Rs. 10000	
	Annual Subscription	Rs. 6500	Rs. 18975/-
	Taxes applicable	Rs. 2475	
Allied / International Allied	Admission Fee	Rs. 10000	
	Annual Subscription	Rs. 6000	Rs. 18400/-
	Taxes applicable	Rs. 2400	
Associate Member - (Branch Office)	Admission Fee	Rs. 10000	
	Annual Subscription	Rs. 5500	Rs. 17825/-
	Taxes applicable	Rs. 2325	

Change of Membership Status Allied to Active : Rs. 575/- (Including Taxes applicable)

TERMINATION OF MEMBERSHIP

- a. A member may resign from membership of the IATO and upon acceptance of his resignation by the Executive Committee, he shall cease to be a member.
- b. The annual subscription of member shall become due on 1st April of each year. If the subscription is not paid within 60 days from the 1st April of each year, the member will be deemed to be a defaulter. If any member fails to pay his subscription beyond the period of 60 days from 1st April of each year, the Secretary shall issue a notice calling for payment through certified post of such dues within 30 days and if payment is not made within the said 30 days from the date of receipts of the notice, the member shall cease to be a member of the Association.
- c. A member who causes damage or prejudice to the Association or who does not comply with the rules and regulations of the Association may be expelled from membership of the Association by a resolution of the Executive Committee, Passed at a duly convened meeting and supported by at least $\frac{3}{4}$ of members present. The voting on the resolution shall be by Secret Ballot. The President shall have a casting vote.

BENEFITS OF BECOMING IATO MEMBER

IATO Membership privileges are:

- Membership of the Apex National Tourism Industry Body.
- Constant and continuous interaction with the Tourism Fraternity.
- International access through International Membership base.
- Access to the latest information on crucial industry issues.
- Have special facilities like issuance of Airport passes, participation in Government Tourism delegations, facility of assistance under the MDA Scheme, participation in Trade events
- Have a national level forum for addressing Important Issues with the Government, Media and Foreign Missions
- Grievance handling cell