

**TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST GUIDES RULES, 2022**

**FORM I**

**[See rule 5 (1)]**

**Form of application for license**

- 1) Name of the person/firm.
- 2) Business address (if registered, please give registered address), *if the principal place of business is outside Pakistan or the company is incorporated outside Pakistan, give name and address of the duly authorized agent in Pakistan*
- 3) Nature of the firm whether proprietary, partnership, private company, public company, limited or unlimited.
- 4) Year of establishment (year of registration in case of partnership company. Please attach attested copy of registration certificate)
  - (a) Telephone number with number of lines;
  - (b) Email address/website;
  - (c) Details of branch offices, if any proposed.
- 5) Capital invested (please indicate clearly the paid-up capital and enclose certificate of appropriate authority in support of your statement).
- 6) Names and addresses of directors/partner and manager, indicating qualifications and experience of each in travel business (separately for those heading each branch office.)
- 7) Name/Names of banker (please attach reference from the bank).
- 8) Name of address of auditors, if any.
- 9) Number of staff category-wise proposed to be employed (separately for each branch office).
- 10) Nature of business (give details indicating clearly the field of operation proposed to be undertaken),
- 11) Whether any other activities are proposed to be undertaken, if so in what field?
- 12) Please indicate airline, rail, shipping agencies (including foreign agencies, negotiated or proposed to be acquired).
- 13) Please give the following details: (i) Assets, (ii) Liabilities, clearly showing investments, tangible and intangible assets loan and other liabilities, reserve funds, cash and bank balance.
- 14) Do you hold a license to deal in foreign-exchange? If so, please give your license number and date (enclose attested copy of the license) with a statement of foreign exchange earned during the last three calendar years, duly certified by your bankers.
- 15) Please give details of your connections with foreign travel agents and tour operators (enclose copies of agreements, if any, entered into with them).
- 16) Please state if you or your manager or a partner or any of the directors of your company have ever been convicted of an offence. If so, please give details.
- 17) Please give a detailed plan of your office (including each branch office, if any) indicating the space, various counters, show windows, etc.

**Declaration.** — I/we hereby solemnly declare that all the particulars given above are correct.

I/we hereby solemnly declare that *if* a license is granted to me/us. I/we will abide by the Travel Agencies Act, 2022, and the rules made there under, the terms of the license granted to me/us, and the Code of Conduct.

Date : \_\_\_\_\_

**Signature of applicant**

Place of application: \_\_\_\_\_

**Note.** — This application should be accompanied by:

- i. the last three years audited account reports duly certified by the auditors of the applicant (for the existing agencies-only),
- ii. up-to-date income-tax clearance certificate from the appropriate authority.

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND  
TOURIST GUIDES RULES, 2022**

**FORM II**

**[See rule 5 (3)] Form of License**



Mr./Miss/Mrs./MS:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

is hereby granted a license to operate as *a*;

- Travel Agency
- Tour Operator

under the AJ&K Travel Agencies Act, 2020 and the Rules 2022, for the following field/fields of operation:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

This License is also valid for the following branches, namely:

1. (with the full address of each branch). \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

This License is valid for the year \_\_\_\_\_ and shall expire on-the 30th June \_\_\_\_\_ unless renewed in accordance with the said Act and the rules made there under from time to time.

Given this \_\_\_\_\_ day of \_\_\_\_\_ under my authority and signature.  
(date) (month and year)

(Conditions of license to  
be printed at the back)

Signature of the  
**Controller**

(1) Renewals for the Year.. ..

Signature of the  
**Controller**

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST  
GUIDES RULES, 2022**

**FORM- III**

**[See rule 5(3) & rule 6(1)]**

**FEEES**



• **Annual Fee for Grant and Renewal of License.**

<b>Field of Operation</b>	<b>License fee for Main Office (Rs.)</b>	<b>License fee for each Branch Office (Rs.)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
(a) Booking of passages and baggage by air rail, road or sea for citizens of AJK/Pakistan or tourists for any destination.	10,000.00	5,000.00
(b) Booking of passages and baggage by air rail, road or sea for citizens of AJK/Pakistan or tourists for any destination outside Pakistan.	10,000.00	5,000.00
(c) Organizing group tours for citizen of AJK/Pakistan within Pakistan.	10,000.00	5,000.00
(d) Organizing group tours for foreigners within Pakistan.	10,000.00	5,000.00
(e) Organizing group tours for citizen of AJK/Pakistan to a foreign country or Countries.	10,000.00	5,000.00
(f) Providing transportation, whether by his/her own vehicles, or hired vehicles for group tours within AJK/ Pakistan.	10,000.00	5,000.00
(g) Providing transportation, whether by his/her own vehicles, or hired vehicles for tourists.	10,000.00	5,000.00
(h) Reservation of Accommodation for tourists.	5,000.00	2,000.00
(i) Organizing or arranging sightseeing tours within AJK/ Pakistan for tourists.	5,000.00	2,000.00
(j) Providing or arranging sports including shikar (hunting) for tourists.	5,000.00	2,000.00
(k) Providing or arranging entertainment for tourists.	5,000.00	2,000.00
(l) Organizing or arranging trekking or mountain climbing for tourists within AJK/ Pakistan.	5,000.00	2,000.00

**B: Fee for alteration in license or issuance of duplicate [License] (See rule 7a)**

(i)	For change in the nature or composition of a travel agency.	Rs, 10,000.00
(ii)	For change in the number of branch offices	Rs. 2000.00 for each branch office
(iii)	For change in the field of operation	<ul style="list-style-type: none"> <li>• Rs.5000.00 In respect of main office</li> <li>• Rs. 2000.00 in respect of each branch office</li> </ul>
(iv)	For the issuance of duplicate license,	Rs, 10,000.00

(v)	For shifting of office premises	<ul style="list-style-type: none"> <li>• Rs. 2000.00 for Head Office and</li> <li>• Rs. 1000.00 for each branch office.</li> </ul>
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**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST GUIDES RULES, 2022**

**FORM VII  
[See rule 5(4) and rule 10(1)]  
BANK GUARANTEE FORM**



Know all men by these present that we,

.....

Bankers at ..... in the district of..... hereinafter Place called the Guarantor, find ourselves to stand as guarantor to the ( Controller/ Director General Tourism Tourism) and -undertake to pay at any time to the order of the Controller/ Director General Tourism Tourism any amount not exceeding Rupees .....on behalf of Mr./ Miss/ Mrs/.....  
.....a licensed travel agency/tour operator without prior reference or confirmation from the said licensee.

This guarantee shall be valid and shall remain in force and binding on the Guarantor [until it is redeemed by order of the Controller/ Director General Tourism Tourism or an officer duly authorized by him in this behalf.

**Dated** .....

**Manager** \_\_\_\_\_

**Place** .....

**(Bank)** \_\_\_\_\_

**Official** seal of the Bank

**1. Witness**.....

**2. Witness**.....

N. B. — This guarantee shall be executed on stamp paper of the appropriate value prescribed under the Stamp Act, 1899.

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST  
GUIDES RULES, 2022**  
**FORM VIII**

[See Rule 5(4) and rule 10(1)]



**FORM OF FURNISHING CASH SECURITY**

*(Apply the following in case of bank guarantee)*

I/We, .....do hereby intimate that, I/WE has/have obtained open bank guarantee of Rs. .... in favor of Controller/ Director General Tourism Tourism, vide Account No. ....the original bank guarantee is being furnished with the Controller/ Director General Tourism Tourism Department.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Licensee**

***(Apply the following in case of Cash Security)***

I/We.....do hereby intimate that, I/we has/have deposited the amount of Rs .....as cash security to the Controller/ Director General Tourism's Tourism account no.....  
Vide Bank Challan No..... dated .....

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Licensee:** \_\_\_\_\_

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST GUIDES RULES, 2022**

**Form-IV** See Rule 5(4)

**FORM OF APPLICATION FOR LICENSE OF TOURIST GUIDE**

1. Name of the person: _____
2. (a) Business address (if Registered, give registered address). _____ (b) Residential address _____
3. Year of establishment _____ a) Telephone number with number of lines. _____ b) Cell phone/fax /email address. _____ c) Telephone number (residential) _____
4. In what category(s) license is required _____
5. (a) Educational qualifications. _____ (b) Experience as tourist guide. _____ (c) Knowledge of foreign languages. _____ (d) Training, if any, from a recognized institute _____
6. Name of banker (Please attach reference from Bank _____
7. Name address of auditors/consultants, if any. _____
8. Number of staff category-wise employed or proposed to be employed with qualifications and experience. _____
• Capital invested (Please indicate clearly the paid-up capital and enclosed certificate of appropriate authority in support of your statement _____
• Whether any other activities are proposed to be under taken? If so, in what fields? _____
• Please state if you or your partner, if anyone have been convicted of an offence, if so please give details. _____
<b>DECLARATION:</b>
I/we hereby solemnly declare that all the particulars given above are correct.
I/we hereby solemnly declare that if a license is granted to me/us, I/We will abide by the Azad Jammu and Kashmir Travel Agencies, Tour Operators and Tourist Guides Act, 2022 and the Rules made their under the terms of the license granted to me/us, and the code of conduct.
<b><u>Signature</u></b> _____ <b><i>of</i></b>
<b><u>Applicant</u></b>

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST GUIDES RULES, 2022**

**Form-V**  
[See Rule 5(4)]



**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR**

Mr./Miss/Mrs. \_\_\_\_\_

Address: \_\_\_\_\_

is hereby granted a license to operate as a Azad Jammu and Kashmir Tourist Guide under the AJK Tourist Guides Act, 2020 and Rules 2022.

This license is valid for the year \_\_\_\_\_ and shall expire on \_\_\_\_\_ unless renewed in accordance with the said Act.

Given this \_\_\_\_\_ days of \_\_\_\_\_

\_\_\_\_\_

(Month and year)

under my authority and signature.

(Conditions of license to be printed at the back)

**Controller**

Renewal for the year \_\_\_\_\_

1. \_\_\_\_\_ Signature-----
2. \_\_\_\_\_ Signature-----
3. \_\_\_\_\_ Signature-----
4. \_\_\_\_\_ Signature-----
5. \_\_\_\_\_ Signature-----
6. \_\_\_\_\_ Signature-----
7. \_\_\_\_\_ Signature-----
8. \_\_\_\_\_ Signature-----

**AZAD JAMMU & KASHMIR TRAVEL AGENCIES, TOUR OPERATORS AND TOURIST  
GUIDES RULES, 2022**



**FORM -VI**

{See rules 5(4) }

**LICENSE & RENEWAL FEE**

1. License Fee \_----- the fee payable for issue of license is Rs.10000/
2. Renewal fee:-----the fee payable for annual renewal of license is Rs.5000/-  
(annually)



	<b>Field of Operation</b>	<b>Bank Guarantee/cash security for main office (Rupees)</b>	<b>Bank Guarantee or cash security for each seperate branch (Rupees)</b>
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
(i)	Booking of passages and baggage by air, rail, road or sea for citizens of AJK/Pakistan or tourists for any destination.	200,000.00	50,000.00
(ii)	Booking of passages and baggage by air, rail, road or sea for tourists for any destination outside Pakistan.	2,00,000.00	50,000.00
(iii)	Organizing group tours of citizens of AJK/Pakistan within AJK/Pakistan.	1,00,000.00	5,0000.00
(iv)	Organizing group tours of citizens of AJK/Pakistan to a foreign country or Countries.	1,00,000.00	5,0000.00
(v)	Organizing group tours of Foreigners within Pakistan/AJK(subject to notified instructions as may be issued by the Government)	2,00,000.00	5,0000.00
(vi)	Providing transportation whether by his/her own vehicles, or hired vehicles for group tours within AJK/Pakistan.	1,00,000.00	50,000.00
(vii)	Providing transportation whether by his/her own vehicles, or hired vehicles for tourists.	1,00,000.00	50,000.00
(viii)	Reservation of accommodation for tourists.	1,00,000.00	50,000.00
(ix)	Organizing or arranging sightseeing, providing or arranging sports including shooting (hunting), entertainment or arranging trekking or mountain climbing for tourists within AJK/Pakistan.	1,00,000.00	50,000.00