



Presence : NCR | Ludhiana

DOCUMENT CHECKLIST FOR TRAVEL AGENCY

WE REQUIRE FOLLOWING DOCUMENTS FOR TRAVEL AGENCY:

| SR. NO. | PARTICULARS |
|---------|--|
| 1. | Affidavit |
| 2. | For proof of address (Copy of one of the following) 1. Voter ID 2. Aadhar 3.Arms License 4. Passport |
| 3. | For proof of Identity (Copy of one of the following) 1. Voter ID 2. Aadhar 3.Arms License 4. Passport |
| 4. | For proof of Date of Birth (Copy of one of the following) 1. Birth certificate 2. Matriculation certificate 3.Passport |
| 5. | Copy of PAN Card |
| 6. | Income Tax Return for minimum 1 year. And Maximum 3 years |
| 7. | Account statement of 1 year or from the inception of business, whichever is lesser |
| 8. | Proof of occupancy of business place (Copy of one of the following) 1. Copy of ownership of the accommodation 2. Rent deed (Registered) |
| 9. | Certificate from a bank certifying holding of a current account and a business address on record |
| 10. | Copy of registration under Shops and Establishment Act 1958 (Form F & B) |
| 11. | Proof of constitution/operation of business (i) In case of sole proprietorship Certificate from Chartered Accountant regarding sole proprietorship. (ii) Certificate from bank certifying sole proprietorship. |

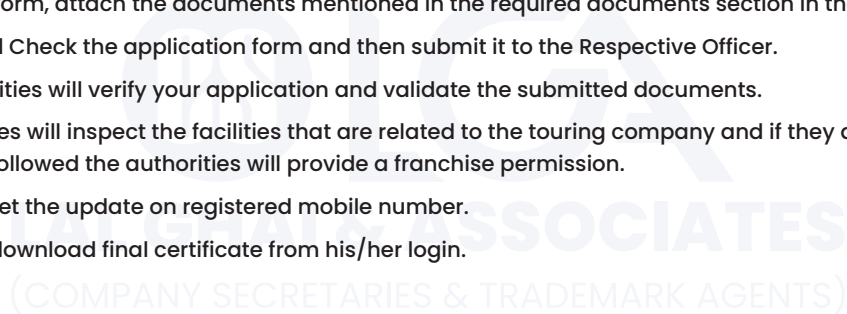
| SR. NO. | PARTICULARS |
|---------|---|
| | In case of partnership firm (only Managing partner shall apply) (i) Copy of Partnership Deed (ii) Certificate from other parties certifying at least one partner/Manager to apply for and comply with requirements of licensing under the act. In case of private limited company or a limited company incorporated under the companies act (Only one of the director or and Authorized Manager shall apply for the license along with required documents) |
| 12. | Details of sureties |

FEES:

| SR. NO. | PARTICULARS | AMOUNT |
|---------|---|------------|
| 1. | New License (If age of firm / company is less than 5 years) | 25,000/- |
| 2. | New License (If age of firm / company is More than 5 years) | 1,00,000/- |
| 3. | Renewal of License | 15,000/- |

PROCEDURE:

1. The user has to register itself on the single Window portal (www.pbindustries.gov.in) & fill service form for registration.
2. After filling the form, attach the documents mentioned in the required documents section in the application form.
3. Department will Check the application form and then submit it to the Respective Officer.
4. Now the authorities will verify your application and validate the submitted documents.
5. PHTPB authorities will inspect the facilities that are related to the touring company and if they are satisfied with the standards followed the authorities will provide a franchise permission.
6. Applicant will get the update on registered mobile number.
7. Applicant can download final certificate from his/her login.



 (COMPANY SECRETARIES & TRADEMARK AGENTS)