

## DOCUMENTARY REQUIREMENTS FOR NEW TRAVEL AGENCY

1.  Barangay Clearance
2.  Copy of the Certificate of Registration, in the case of Partnership or Corporation;
3.  Copy of the registration of the business name if sole proprietorship with the Bureau of Domestic Trade together with owner's statement of assets and liabilities;
4.  Bank Certification showing minimum paid-up capital of Php 1,200,000.00;
5.  Surety Bond in the amount of Php 200,000.00 in the case of inbound tour operation and Php 500,000.00 in the case of outbound tour operation issued by a duly accredited bonding company in favor of the City of Manila;
6.  List of executive officers and employees with their respective designation, citizenship, home address, specimen signature and 1" x 1" photo of each, together with notarized certification by the General Manager that they are without criminal record;
7.  Contract of Lease or Contract to Lease the office space for use of the agency. The floor area of the proposed office should be not less than 30 sq. meters;
8.  Location Plan;
9.  Comprehensive General Liability Insurance;
10.  Authorization Letter;
11.  Xerox ID of Owner and Representative.