



MEMBERSHIP APPLICATION FORM

Membership of The Uganda Association of Travel Agents (TUGATA) is open to those Companies whose primary activity is the sale of air transportation and travel related services. Applicants must be limited companies registered in Uganda, and must have the minimum infrastructure and staffing to allow them to carry out their activities in accordance with the Association's Code of Conduct. Applicants must have an accessible, dedicated office with signage for the provision of travel/tourism services and at least one qualified staff member. In addition, applicants must have the necessary facilities required to handle clients: Telephone, computers, printer, internet access and a bank account to receive payments.

Successful applicants may be given Provisional Member status for a period not exceeding one year, after which they will be upgraded to Full Member status.

DOCUMENTATION REQUIRED FOR MEMBERSHIP

1. Application form to be completed electronically (except on the specified fields) which should include:
 - Agency name and contact details
 - Particulars of shareholders
 - Particulars of directors
 - Details of services provided
 - Details of staff employed
 - Office details including location, equipment used, marketing methods employed, bank details
 - Details of one proposer, who should be an existing member of Association and director (or of similar standing) of the proposing company
2. Director and staff CVs which should include that of at least one IATA qualified person (enclose diploma copy plus contract of employment)
3. Certificate of incorporation (photocopy)
4. Memorandum and articles of association (photocopy) showing minimum paid up share capital of at least UGX 20 million
5. Trading licence (photocopy)
6. Proof of company current bank account
7. Copy of office rental tenancy agreement with landlord or title deed in case of self owned premises
8. Photos of office (inside and outside)
9. Copies of invoice, order book, receipt and letterhead
10. Letter of introduction to TUGATA (cover letter)
11. Cheque for TUGATA application fee of US\$ 100,000 and TUGATA stamp with agency number of US\$ 75,000
12. Cheque for Annual Subscription of US\$ 500,000 (which expires on 31st December of every year)

NOTE:

- A site visit may be carried out by the secretariat to ascertain if your company and business premises can be considered to be of a sufficiently high standard befitting a professional travel agent.
- Cheques will be receipted and banked for successful applications only. In case of rejected applications, cheques will not be banked and returned accordingly.
- All documents must be submitted in English language. OR translated into English by a certified translator.
- Travel Agency location may be a dwelling house used concurrently to operate travel agency business.
- Please ensure that all information is provided correctly and in full as failure to do so may result in your application being delayed.
- The Executive Committee will review your application, and you will be informed in writing of the outcome of your application.
- The Uganda Association of Travel Agents reserves the right to reject applications and will provide reasons in writing as to why an application has been rejected.

NAME OF AGENCY

CONTACT DETAILS

Physical Address

Postal Address

Phone Number

Fax Number

Email

Website

Contact Person
(and position held)

PARTICULARS OF SHAREHOLDERS

Shareholder 1

Name

% of shares held

Shareholder 2

Name

% of shares held

Shareholder 3

Name

% of shares held

PARTICULARS OF DIRECTORS

Director 1 Name

Director 2 Name

Director 3 Name

DETAILS OF THE SERVICES YOU PROVIDE

STAFF EMPLOYED (Please enclose a detailed CV for each staff member listed)

Name	Position	Number of years experience in the travel industry

OTHER INFORMATION

Click on the applicable boxes and fill the spaces provided where necessary

1) State whether the company, any of its directors or shareholders has ever been charged with:

Any bankruptcy offence? Yes No

Failing to keep proper books of accounts? Yes No

Breach of contract with any other travel agent or tour operator? Yes No

Wilful intention to defraud an organisation or an individual? Yes No

If 'Yes' to any of the above, please provide details on a separate sheet of paper.

2) State whether any of the company's directors or shareholders has ever been a director, shareholder or employee with a member of The Uganda Association of Travel Agents Yes No

If 'Yes', specify which member company(s), any of the directors or shareholders has been with:

3) Is the company, any of its directors or shareholders a member of any other tourism related organisation(s)? Yes No

If 'Yes', specify which organisation(s) the company, any of its directors or shareholders is a member of:

4) What provisions have been made for the keeping of proper books of accounts?

5) Which bank(s) does the company use to make and receive payments?

6) Is this your first time to apply for membership to The Uganda Association of Travel Agents? Yes No

If 'No', state the reason(s) for any material difference between the particulars given in this application and those given in previous application(s)

DETAILS OF PROPOSER

Name	<input type="text"/>
Company	<input type="text"/>
Position	<input type="text"/>

I propose the above named company for membership of The Uganda Association of Travel Agents (The proposer should be a fully registered TUGATA Member for a period of one year)

Signature & Stamp

Date

The above signature, stamp and date fields cannot be filled electronically

CODE OF CONDUCT

The Uganda Association of Travel Agents (TUGATA) and its individual members shall act with integrity and fairness in the overall best interest of the Travel industry.

ACKNOWLEDGEMENT

To: The Uganda Association of Travel Agents Executive Committee

I certify that to my knowledge, the above information is correct, and if I am accepted into The Uganda Association of Travel Agents, I will operate in accordance with the Association's Code of Conduct.

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Signature & Stamp	<input type="text"/>

Date

The above signature and stamp field cannot be filled electronically

Please note that the details you voluntarily supply when completing this form will be part of a file which is the property of The Uganda Association of Travel Agents, and will only be used in connection with activities related to The Uganda Association of Travel Agents.

OBJECTIVES OF TUGATA

- 1) To promote and ensure professional and ethical conduct amongst all TUGATA members.
- 2) To promote partnership and constructive dialogue and co-operation with all the airlines.
- 3) To harmonize standards of professional conduct with TUGATA members.
- 4) To always inspire public confidence in the association as well as individual TUGATA members.
- 5) To avoid, prevent and correct any abuses or malpractices, which may undermine the image of the Association.
- 6) To promote welfare of TUGATA members.
- 7) To promote and develop a positive attitude and understanding amongst TUGATA members in their interaction with clients.
- 8) To promote and sustain an atmosphere of healthy competition within the travel industry.
- 9) To ensure amicable resolutions of all disputes and differences that may arise between and / or among TUGATA members, clients and authorities.

FOR OFFICIAL USE ONLY

The below fields cannot be filled electronically

Company name	
Date of site visit	
Site visit carried out by	
Comments	
Application accepted or rejected	
Reasons for rejection	
Application fee + Agency stamp / UShs 100,000 + UShs 75,000 paid?	
Membership subscription / UShs 500,000 paid?	
TUGATA number issued	

GDS Connection	<input type="checkbox"/> Travelport	<input type="checkbox"/> Amadeus
Approved by		
Signature, stamp, date		
Reason for GDS rejection, if any		