

**GHANA TOURISM AUTHORITY**

**TRAVEL/TOUR MANDATORY REQUIREMENTS**

**ATTACH RELEVANT DOCUMENTS (WHERE APPLICABLE)**

**1. CERTIFICATE**

Certificate of Incorporation

Certificate to Commence Business

Company regulations

An Acceptance Letter from Certified Accountants/Auditors Firm

**2. REGISTERED OFFICE**

Front office

Telephone

FaxMachine

Safe

Washroom facilities

Car park

Directional signs

Doors and Windows should have adequate protection against burglary

### **3.PERSONNEL**

The Manager and at least one other officer should have successfully completed certified ticketing course or IATA/UFTA Diploma and additional two (2) years experience within the last four years with an IATA approved agency or airline(Applicable to Travel Agency).

The Manager and at least one other officer should have successfully completed Degree in Tourism or certified Courses with competency in Tour Guiding/ Ground Handling (Tour operators)

### **4.PROOF OF BANK ACCOUNT IN THE NAME OF THE COMPANY**

### **5.BASIC OPERATIONAL INFORMATION**

Reservation System

GTA Information Materials / Other Promotion Materials

Planned tour programme (Tour Operators)

### **6. PAYMENTS**

Application Form

Registration Fee (one-time payment)

Licence Fee (Annualy)

1% Tourism Levy

### **LICENCE RENEWAL**

\*Renewal of licence is subject to the following:

a. Mandatory Submission of Annual Operation Return / Auditor's Report

- For further information contact [gta@ghana.travel](mailto:gta@ghana.travel) or GTA regional offices

Application form.....GHC 20

Registration:

Travel and Tour: .....GHC 2500

Ticketing –travel only: .....GHC 2200

Tours only: .....GHC 1500

Licence fee: Tours only:.. GHC 200

IATA Agents:.. GHC 250

Non-IATA Agents:.. GHC 200