

List of Required Documents

Recognition of Tour & Travel Operator

- Documentary proof (preferably registration certificates from Government agency such as Government of India/State Government of Uttar Pradesh) in support of beginning of operations of firm/applicant.
- Copy of IATA approval letter indicating Numerical Code Number and a copy of IATA Accreditation Certificate for the Current year (if applicable).
- Passport size photograph of Managing Director/Director/CEO/Proprietor of the firm.
- List of Directors / Partners or name of the Proprietor/company/partnership firm as the case may be.
- The details of staff employed giving names, designation, educational qualification & experience in tourism field and length of service in your organization (copies of certificates to be enclosed for min two (2) members).
- Details of registered office premises, whether located in commercial or residential area, office space in sq. ft.
- Photograph of the registered office premise:
 - Photo of the front side showing the banner/name plate of the firm/company.
 - Photo of inside of the office premises showing staff working areas.
- Copy of Document of Proprietary/ Ownership of the office premises (Sales Deed/ Lease Deed etc.)
- Copy of PAN of the authorisation or proprietor /Company/Partnership firm as may be applicable.
- Copy GST Registration number from concerned authority.
- Income Tax Acknowledgement as per category of the operator (last three (3) years)
- Copy of Complete Audited Balance Sheet as per category of the operator certified by a chartered accountant (Last three (3) years).
- Any other details as published on the website and IT Portal, during the time of the Registration.
- Details of International Tourists handled with Photo Tourists and Supporting Document (Voucher / Bill to be attached if applicable).
- Details of International Marts Participated with Photo of Events and Supporting Documents (Voucher / Bill to be attached if applicable).
- DD of **Registration Fee Rs. 1,000/- (for Start-up)** and **Rs. 2,500/- (for Experienced)** to submitted in Hard Copy to the Travel Trade Section of Department of Tourism, Government of Uttar Pradesh.
 - DDs of Registration Fee to be submitted on the Name of “**DG Tourism, Govt. of Uttar Pradesh**”.
 - Email Copy of DD to ttd.upt@gmail.com .
 - Address to send Hard Copy of DD:
Travel Trade Section, Department of Tourism, Govt. of Uttar Pradesh,
C-13, Rajarshi Purushottam Das Tandon Paryatan Bhavan,
Vipin khand, Gomati Nagar, Lucknow – 226010.