

TRAVEL AND TOUR AGENCY

DOCUMENTARY REQUIREMENTS	
NEW APPLICATION	RENEWAL
Valid Mayor's Permit and/or Business License from the Local Government Unit (REQUIRED: YES)	Valid Mayor's Permit and/or Business License from the Local Government Unit (REQUIRED: YES)
If Single Proprietorship, valid DTI Business Name Certificate If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws If Cooperative, Articles of Cooperation and its By-Laws (Upload only the following pages: 1 st page with seal, page with primary purpose, list of incorporators, and capitalization.) (REQUIRED: YES)	Renewed DTI Business Name Certificate, if expired Amendment to Articles of Incorporation, if applicable Amendment to Articles of Cooperation, if applicable (Upload only the following pages: 1 st page with seal, page with primary purpose, list of incorporators, and capitalization.) (REQUIRED: NO)
Notarized List of Names of all Officials and employees (with office designation and Nationality) (REQUIRED: YES)	
Proof of working capital of P500,000.00. - For Corporation/Partnership, P500,000.00 Paid-up/partners capital; For single proprietorship, original copy of bank certification with cheque writer. (REQUIRED: YES)	Audited Financial Statements reflecting a minimum of P500,000.00 working capital. (REQUIRED: YES)
For General Manager, documents to prove a minimum of three (3) years managerial experience in travel and tour agency operations or proof of passing the Travel and Tour Agency Management Course or its equivalent (REQUIRED: YES)	
Affidavit executed by the General Manager declaring/acknowledging the existence of their branch office/s (REQUIRED: YES)	
Other documents as deemed necessary by DOT (e.g. NBI clearance, Certificate of Employment, in case of employed foreign nationals, valid working permit from DOLE and valid visa from BID, etc.) (REQUIRED: NO)	Other documents as deemed necessary by DOT (e.g. NBI clearance, Certificate of Employment, in case of employed foreign nationals, valid working permit from DOLE and valid visa from BID, etc.) (REQUIRED: NO)