

Department of Tourism
Government of Goa
Paryatan Bhavan
Patto, Panaji-Goa 403 001
Tel: 0832 2494200/2494211 Fax: 0832-2494227
Email: dir-tour.goa@nic.in Web: www.goatourism.gov.in

The following documents are required for Registration of New travel agency and Tour Operator and Renewal of Existing Travel Agency and Tour Operator.

1. Last 6 months Bank Account Statement.
 - Bank Name
 - Date

2. Municipal / Panchayat Licence
 - NOC / Doc No.
 - Validity
 - Issue Date

3. NOC for display of signboard from Municipality / Panchayat.
 - NOC / Doc No.
 - Date

4. Particulars of services to be provided to tourists.

5. Copy of income tax filed for last financial year.
 - Doc No.
 - Date

6. Certificate of Incorporation from Registrar of Companies.
 - Doc No.
 - Issue Date

7. Travel agent licence issued by Directorate of Transport (if applicable).
 - NOC / Doc No.
 - Validity

-Issue Date

8. A copy of lease agreement of the premise (incase premises are leased).

-NOC / Doc No.

-Date

9. Ownership Document (in case premises is owned.)

- Document No.

-Validity Date

-Issue Date

10. Authority letter from other transport office/ travel agents /IATA for booking seats on their behalf (incase providing airlines bookings or if tie up with other state transport office)

-Reg No

-Date

11. Balance sheet and Profit & loss statement pertaining to the travel business, as prescribed under the company law (if applicable).

-Name of Auditor

-Financial year

12. Other Document (Specify name and other details in the space provided below.

-NOC / Doc No.

-Validity Date

-Issue Date

Note:

1. All documents should be self attested by the applicant.

2. In case of multiple NOC/Certificate/ Insurance please fill details in "Other Document" section as mentioned above.

-
-
3. In case of more than 5 other documents please provided details on additional blank page.