

GHANA ASSOCIATION OF TRAVEL & TOURIST AGENTS (GATTA)

MEMBERSHIP UPDATE FORM

(CONFIDENTIAL FORM TO FILL AND RETURN TO THE HON. SECRETARY)

- 1. NAME OF AGENCY.....

- 2. ADDRESS.....
 - a. Principle Office.....
 - b. Location of Office.....
 - c. Branch Office.....
 - d. Phone (Business).....
 - e. Fax/Email.....
 - f. Website

- 3. ARTICLES
 - a. Type of Registered Business.....
(Limited Liability Corporation, Private, etc)
 - b. Date of Establishment.....
 - c. Registrar General's Certificate No.....
 - d. Ghana Tourist Board Registration No.....Date.....

<u>4. MANAGEMENT</u>	<u>NAME</u>	<u>TITLES</u>
.....
.....
.....

DIRECTORS / PARTNERS

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.....
.....

Contact for GATTA Meetings (Not Below Managers)

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5. STAFF

Number of Employees (Senior)..... (Junior).....
Qualified personnel for (a) Sale of Air/Ground Transportation (b) accounting
Of such sales, including experience/training in the Travel & Tourist Agency
Operations: Supply details hereunder:-

OFFICE

Name of Staff	Qualification/ Training	Experience/ Years
Reservation/Computer.....
Sales
Tour Promotions.....
Ground Transportation.....

SERVICES (Please tick)

Ticketing/Reservation	Tours
Car Rentals	Hotel Reservation
Conferencing	Others (Specify)

DOCUMENTS (Please attach photocopies of the ff. certificates)

- a. Certificate of Incorporation
- b. Certificate of Registration
- c. Certificate of Commencement of Business
- d. Companies Code, 1963(ACT 179)
- e. Tourist Board Operational License

We hereby undertake to abide by the Code of Conduct, Ethics and Bye-laws of the Association (copy attached).

Signature:
(Agency Chief Executive/Manager)

Office Stamp

Date

