

## Application for *Travel Industry Act, 2002* Branch Office Registration

Enclosed in this package you will find the following:

1. An application for branch office registration
2. Schedule “A” for the office Manager/Supervisor
3. Terms and Conditions of Registration

**The forms must be completed providing full details where applicable.**

### New Branch Office Registration Checklist

- Application** completed in full
- Schedule “A”** completed by the supervisor/manager. Please attach a resume, letters of reference from previous employer(s), record(s) of employment, (T4 slips), government photo I.D, and TICO Education Standards Certificates. The designated manager must have sufficient travel industry experience (3 years).
- \$800.00** by certified cheque, bank draft or money order payable to the **Travel Industry Council of Ontario**
- Disclose all particulars regarding any bankruptcies, judgements, consumer proposal or proposal proceedings under the *Bankruptcy and Insolvency Act*, discharges, etc.
- Terms and Conditions of Registration and application must be signed by:**
  - all active officer(s) of a Corporation
  - all partners of a Partnership
  - the proprietor of a Sole Proprietorship
- Provide criminal record check of the designated Supervisor/Manager named on the application.** This can be obtained from some OPP detachments or most Municipal Police Services. The information can also be obtained within 24 hours from an online background check service provider. For the convenience of applicants, TICO has partnered with **myBackCheck** to assist applicants to expediate their registration process. [Request a BackCheck Report.](#)

- **Complete application will be processed in approximately 30 days from receipt of all documents.**
- **Incomplete application will be returned to the applicant.**
- **The \$800 Branch Application Fee is non-refundable.**
- **Please note:** Annual Renewal Fee of **\$300.00** is for each Branch office will be payable **90 days after** the Registrant’s Head Office Fiscal Year End.

# Application for *Travel Industry Act, 2002* Branch Office Registration

The undersigned is applying to the Registrar for registration as a Travel Agent and/or Wholesaler under the *Travel Industry Act, 2002*. Statutes of Ontario, 2002, Chapter 30, Schedule D.

## Business Classification

- Sole Proprietor  
 Partnership  
 Corporation

## Type of Registration

- Retail Branch  
 Wholesale Branch

## For TICO use only

Reg. #: \_\_\_\_\_

Approved: \_\_\_\_\_

## Notes to Applicants:

- For the purpose of this form, the term "Applicant" means sole proprietor, any partner of a partnership or any officer/director of a corporation.
- Please print or type in black ink.

The following questions must be completed in full.

## 1. Head Office Information

Name of Sole Proprietor, Partners, Corporation					
Trade name					
Business address for head office: <input type="checkbox"/> Commercial <input type="checkbox"/> Residence			Address for service in Ontario (if different from business address)		
City	Province	Postal Code	City	Province	Postal Code
Phone	Fax		Phone	Fax	
Toll free	e-mail		Website		

## 2. Branch Office Information

Trade name/Business name					
Business address: <input type="checkbox"/> Commercial <input type="checkbox"/> Residence			Head office registration #		
City	Province	Postal Code	Branch phone	Fax	
e-mail			Website		

### 3. Financial Information

Name of bank/Financial institution for head office		Address	
C\$ Trust Acct #	US\$ Trust Acct #	C\$ General Acct #	US\$ General Acct #
Name of bank/Financial institution for branch office (if different from head office)		Address	
C\$ Trust Acct #	US\$ Trust Acct #	C\$ General Acct #	US\$ General Acct #

### 4. Particulars for Office Manager/Supervisor

Social Insurance Number	First Name	Middle	Last		
Home address			Position held in company (Officer, Director, Shareholder, Manager)		
City	Province	Postal Code	Phone	Birth date (MM/DD/YYYY)	Sex
e-mail			Cell Phone		
Employment History (go back three years)			From	To	
Name/Address of Employers	Occupation/Position/Type of work		MM/DD/YYYY	MM/DD/YYYY	

### Notice and Consent

In order to complete or verify the information provided on this form, it may be necessary for the Travel Industry Council of Ontario to collect additional information from, or to exchange information with, government and non-government sources including **CPIC (Canadian Police Information Centre) and credit checks**. Only information relevant to your registration will be collected. The information so collected will be kept confidential pursuant to Section 35 of the *Travel Industry Act, 2002*.

I consent to the collection of this information as authorized under the *Travel Industry Act, 2002*. I understand that this information will be used to determine whether I am qualified for the registration for which I am applying. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am qualified for registration. The registration record, which includes the registrant's name, registration number, employer's name, business address and registration date, is part of the public record. I confirm that I am legally entitled to work in Canada.

**Note: For corporations this must be signed by all Officers & Directors. Partnerships must be signed by all partners.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Date (MM/DD/YYYY)

**WARNING: It is an offence to knowingly provide false information on this application.**

## Terms and Conditions of Registration

Please review this material carefully. Call the Registrar's office at (905) 624-6241 or toll free 1 (888) 451-8426 if you have any questions or if clarification is required. Below we have highlighted some of the provisions of the Act and Regulation that you must become familiar with, copies of which can also be downloaded from [TICO's website](#).

### ***Travel Industry Act, 2002***

The *Travel Industry Act, 2002* covers a number of important items. **Section 8(2)** establishes that your registration is issued subject to certain terms and conditions. **Section 24(1)** requires you to notify the Registrar of any change in address for service, in officers in the case of a corporation or members of a partnership WITHIN 5 days. **Sections 28 & 29** of the Act outline some of the Registrar's powers with respect to false advertising. **Section 31(3)** sets out applicable penalties for persons and corporations convicted of contravening the Act or Regulation. **Sections 8, 10 and 11** outline other actions that can be taken by the Registrar and your rights regarding these actions.

### **Ontario Regulation 26/05**

- **Section 15** deals with having a qualified supervisor available during business hours.
- **Section 22** requires filing of financial statements each fiscal year or more frequently depending upon your sales volume. See this section for details.
- **Section 24** requires that positive working capital levels be maintained.
- **Section 27** sets out the trust accounting provisions that your travel agency must put into practice. **Section 29** deals with records – accounting records, banking records and written records of all payments that must be kept at the registered premises.
- **Sections 31 to 35** deal with advertising requirements.
- **Sections 36 & 37** deal with disclosure requirements.
- **Section 38** sets out requirements with respect to statements, invoices and receipts.

### **Form 1 payment as per Payment Schedule set under clause 12(1)(c) of the *Safety and Consumer Statutes Administration Act, 1996*.**

This one-page highlight sheet is intended to introduce you to the Act and the Regulation. For correct interpretation and meaning, one must refer to the actual wording in the legislation and not the condensed versions contained here.

- As the principal of this registrant, I hereby acknowledge responsibility for the actions of all counsellors employed by me and persons on contract who are selling or providing advice, regarding the sale of travel services, including employees and/or contractors who are acting as "outside sales representatives" or "outside sales counsellors."
- As the principal of this registrant, I acknowledge that it is my responsibility to ensure that all such sellers of travel services and/or counsellors and/or Contractors meet the TICO Education Standards as required by the Regulation 26/05, section 12.
- As the principal of this registrant, I acknowledge that it is my responsibility to ensure that all sellers of travel services and/or counsellors and/or contractors, comply with all aspects of the Regulation 26/05, and specifically sections 27, 31 to 40 and section 44, in respect of disclosure, invoicing, receipt of monies and advertising.



# Schedule "A"

Regarding Business Registration Under the *Travel Industry Act, 2002* | Section 15 of Ontario Regulation 26/05

## Requirements for Manager/Supervisor

This schedule is to be fully completed and must accompany the application. It must be sent to the Registrar, *Travel Industry Act, 2002*, whenever a new Manager/Supervisor is appointed. Please keep photocopies of this Schedule for future use.

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Name of Travel Agency or Branch (please print)

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Name of Manager/Supervisor (please print)

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Social Insurance Number

The Manager/Supervisor must enclose a full description of their travel industry experience.

**Attach resume along with letters of reference, records of employment, T4 slips, government photo I.D., TICO Education Standards Certificate and criminal record check.**

1. Are you now or have you ever been involved in any way with the operation or closing of a corporation (as an officer, director, shareholder), partnership, sole proprietorship or branch office registered under the *Travel Industry Act, 2002* or the *Travel Industry Act* for which the Ontario Travel Industry Compensation Fund has paid claims or has claims pending where full recovery payments or arrangements have not been made?  
 Yes (please attach full particulars)       No
2. Have you ever been found guilty or convicted of an offence under any law or are there any charges now pending? This includes where a conditional discharge or an absolute discharge has been ordered.  
 Yes (please attach full particulars)       No
3. Are you now or have you ever been insolvent or involved in Bankruptcy, Consumer Proposal or Proposal Proceedings under the *Bankruptcy and Insolvency Act*? If yes, attached discharge papers, assignment or any other related documents.  
 Yes       No
4. Have you ever been, or are you now, an officer, director or majority shareholder of a corporation which has been declared bankrupt or is presently the subject of bankruptcy proceedings?  
 Yes       No

**Notes:**

- If undischarged bankrupt, submit a copy of the Assignment in Bankruptcy and list of creditors.
- If discharged bankrupt, submit proof of discharge.
- For corporation bankruptcies, submit any related documents

5. Are there any outstanding unpaid judgements against you? *If yes, submit a copy of each judgement. State amount outstanding and repayment arrangements.*

Yes     No

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I confirm that I am legally entitled to work in Canada.

I acknowledge and understand my duties as Manager/Supervisor of the registrant. Pursuant to Section 15 of Regulation 26/05 I must be present at the office of the registrant through its hours of operation.

\_\_\_\_\_  
Signature of Manager/Supervisor

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Manager's Phone Number

\_\_\_\_\_  
Manager's e-mail

I \_\_\_\_\_, Officer/Director/Owner of the applicant appoint  
(print full name)

the above-named individual as supervisor/manager of my company. I understand that such appointment is not effective until the Registrar's approval is received.

\_\_\_\_\_  
Print Name of Owner/President or Director

\_\_\_\_\_  
Signature