

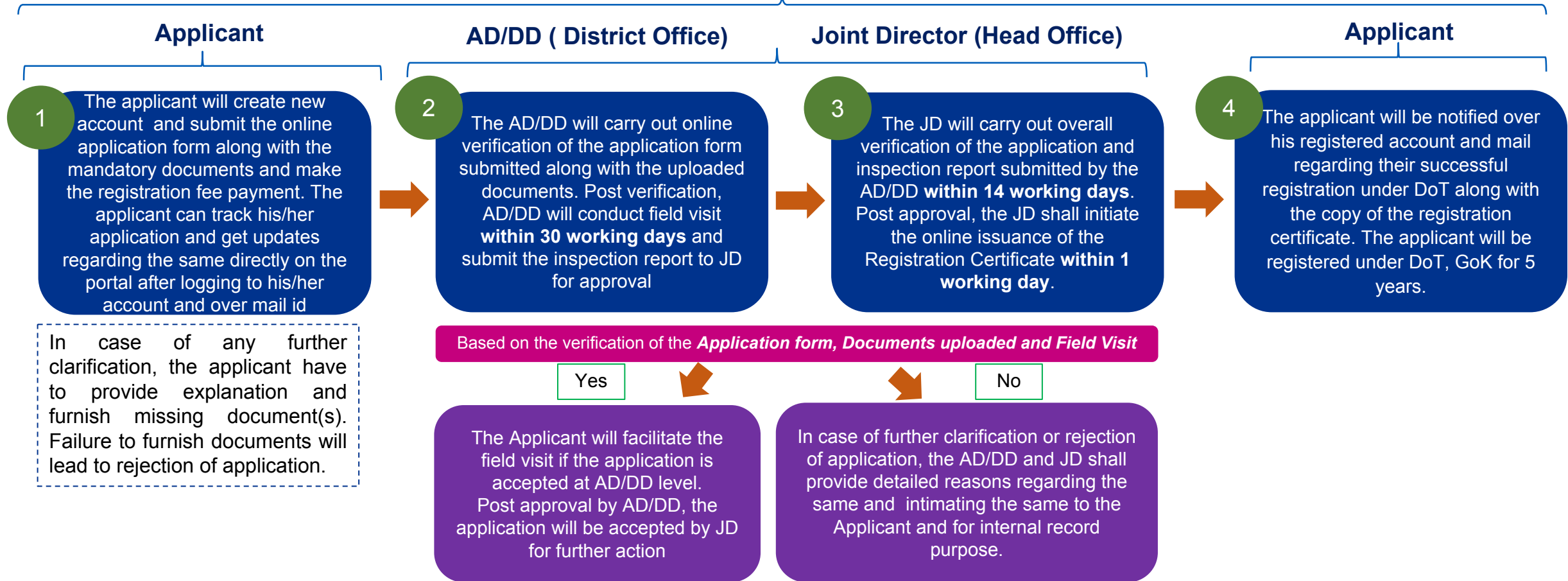
KTTF Online Registration Modules

1. Travel Agents
2. Tour Operator
3. Tourist Transport Operator

Overview of Online Registration Process

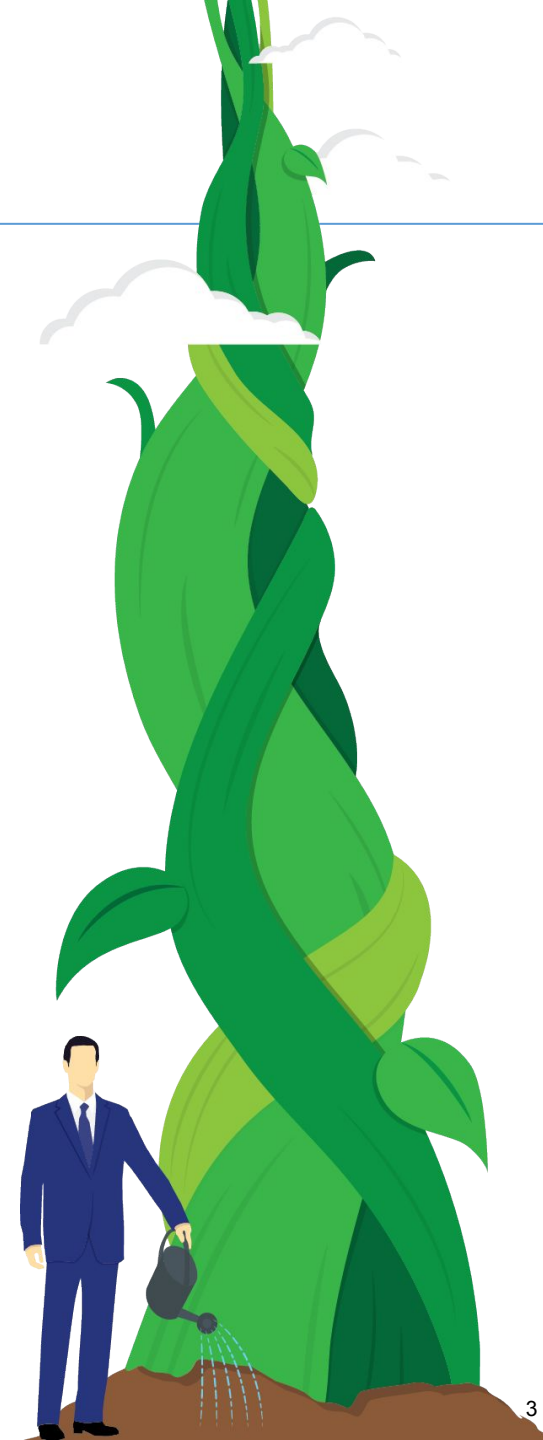
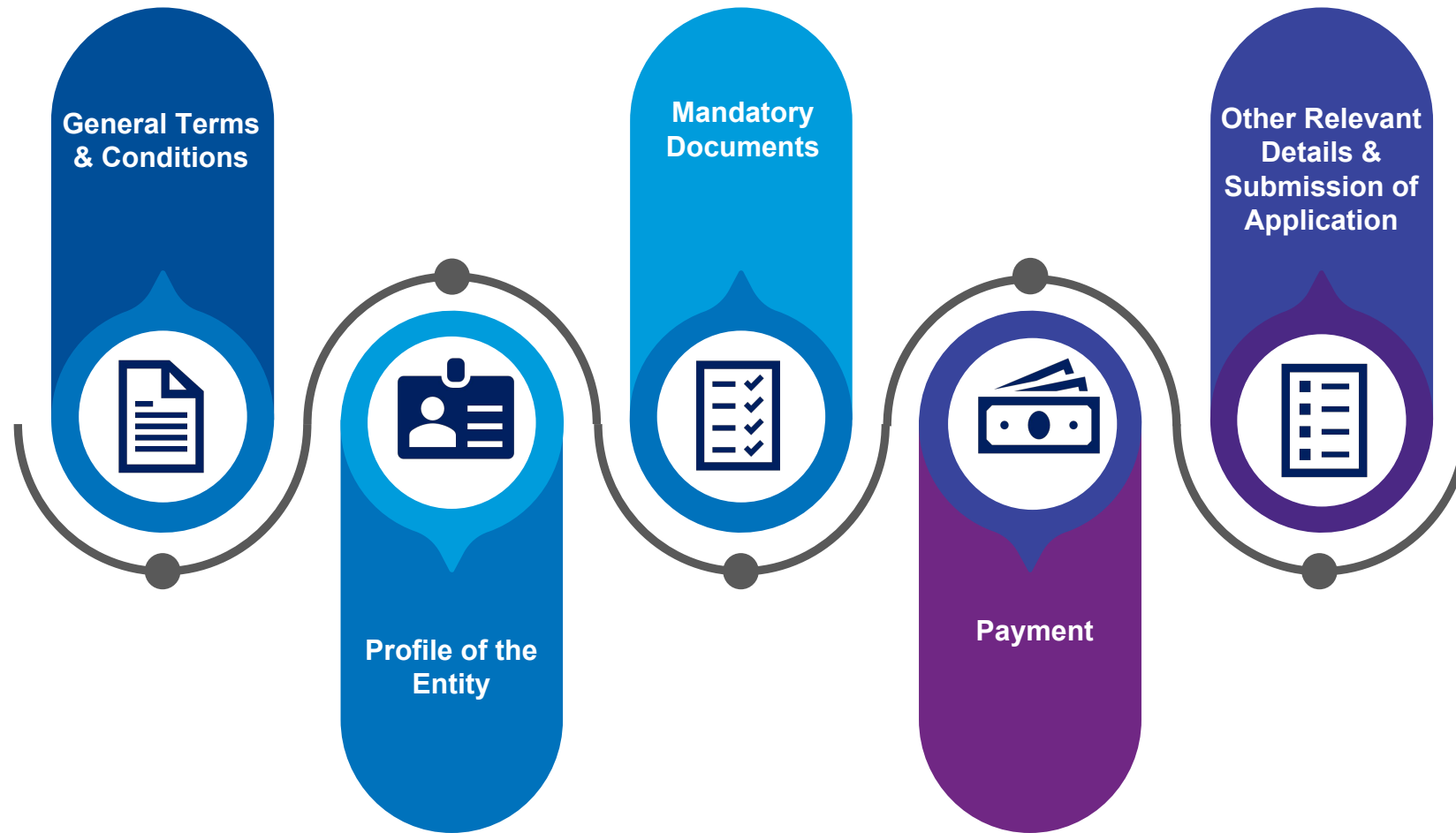
Director Tourism

The Director Tourism will have Super Admin Accessibility. The super admin should have access to view all the applications and their status, pending at which level (District /Head office), category of products/ services in which the applicant have applied, etc.



*The overall registration will take place in **45 days** from the date of submitting the application form.*

Online Registration Process



Registration of Tour Operator

Online Registration Process for Tour Operator

Definition	“Tour Operator” means any person or agency who makes arrangements for transport, accommodation, sightseeing, entertainment and other tourism related services for tourists visiting destinations within the country, including through the online mode. Tour Operators would include: a. <i>Tour Operators making required arrangements for foreign tourists visiting India</i> b. <i>Tour Operators making required arrangements for domestic tourists.</i> c. <i>Tour Operators engaged in activities related to Adventure Tourism in India such as, water sports, aero sports, mountaineering, trekking, safaris of various kinds and making required arrangements for the same.</i> d. <i>Tour Operators making arrangements for Meetings, Incentives, Conferences and Exhibitions held within the country.</i>
General Terms & Conditions	❑ The Annual turnover in terms of Indian rupees or foreign exchange by the firm from tour related activities only should be a minimum of Rs.7.5 lakhs. This must be certified by the firm’s Auditor and latest FY Audited Profit and Loss Statements. ❑ The Tour Operator should have an office under the charge of the owner or a full-time staff, who is adequately trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about tourism and travel related services. ❑ The applicant must mandatorily upload a declaration stating that the Tour Operator on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) in the Karnataka Tourism Website. ❑ The minimum office space should be at least 150 sq. and the office may be located in neat and clean surroundings and equipped with telephone, fax and computer reservation system etc. ❑ A registration amount of Rs 500 to be paid, which is not refundable.

Section 1 - General Information of the

Full Name of the Entity* (Firm/Company/Limited Liabilities Partnership/Proprietorship)		Registered Office Address (Applicant to mention only the details of office address in Karnataka for which registration under Department of Tourism is required)	
Entity Type*	Drop Down Option	Address Line 1*	
Date of Registration/Incorporation of the Entity* (as per the Companies Act 1956 / 2013 or Indian Partnership Act 1932 or Limited Liabilities Partnership Act 2008 or Shops and Establishment Act)		Address Line 2	
Date of registration of entity as per Karnataka Shops and Establishment Act*		District *	Drop Down Option
Is recognized under Ministry of Tourism, Government of India*	Yes & No Option (If yes, the applicants must upload the MoT registration certificate)	Taluk*	Drop Down Option
Name of Proprietor / Directors / Partners*		City / Town / Village*	
GST Identification Number*		Nearest Landmark *	
PAN Number		Pincode*	
Website Name & URL		Mobile Number*	
Official Email Id of the Entity		Telephone number	
Whether a Member of any Recognized Trade Body? *	Drop Down Option	Total Build Area(Sq. Ft) *	
		Other Office Addresses	
		Number of Offices in Karnataka*	
		Address Line 1*	
		Address Line 2	
		District*	Drop Down Option
		Taluk*	Drop Down Option
		City / Town / Village*	
		Pincode*	
		Contact Number*	

Section 2 - Documents

Registration/Incorporation Certificate* <i>Documentary proof to be uploaded in compliance with the any one of the below act:</i> - should be a Company registered under The Indian Companies Act 1956/2013 or - a Partnership Firm under the Indian Partnership Act 1932 or -A Limited Liabilities Partnership under Limited Liabilities Partnership Act 2008 or -In the case of Sole Proprietorship, registration under the Shops and Establishment Act or GST Registration Certificate needs to be furnished		Copy of PAN	
Address Proof* <i>Utility bill which is not older than two months from the date of application of any service provider (Electricity/telephone/gas/water bill) / property or municipality tax receipt.</i>		Details of Office Premises * Rent agreement/Lease Agreement/Sale Deed & Property Tax in the case of owned properties	
Registration Certificate under Karnataka shops and Establishment Act*		Labour Department Certificate*	
Certificate of Chartered Accountant* <i>Documentary proof of turn over in Indian or foreign exchange from tour related activities operations during the previous financial year which should not be less than Rs. 7.5 Lakh“</i> • Certificate of Chartered Accountant on original letter head • Profit & Loss statement.		Attested photograph of Proprietor / Partners /Authorized Representative of the Entity*	
List of Directors/Partners/Name of the Proprietor*		Power of Attorney/ Board Resolution* <i>(only in case of Authorized Representative)</i>	
Brochures or Leaflets* <i>Brochures or leaflets brought out by the firms having all information about their activities</i>		Photograph of the Office Building Exterior*	
Copy of GST Registration Certificate*		Photograph of the Office Building Interior*	
		Photograph of Office building along with board clearly stating name of the entity *	
		Declaration stating that the Tour Operator on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) in the Karnataka Tourism Website*	
		A signed copy of the Pledge of Commitment towards “Safe & Honorable Tourism”	<i>Option to download the pledge and upload the signed copy must be provided</i>

Section 3 – Payment (*Integrated with Khajane*)

PAYMENT

Payable Amount 500.00 Rs

Select Payment Method Online Payment

Illustrative

**Razorpay**
Payment Gateway

Phone
+919999999990

Email
gauravkumar@example.com

SELECT A PAYMENT METHOD

 Card

 Netbanking

 Wallet

 UPI / QR

**Razorpay**
Payment Gateway

< Netbanking +919999999990

 SBI

 HDFC

 ICICI

 Axis

 Kotak

 Yes

Kotak Mahindra Bank

Payment History

Successful

Failed

Back to dashboard

Section 4 - Other Relevant Details

Memberships of International tour associations, if any*	☐ Yes ☐ No Word limit 250 words
Steps taken to promote domestic tourists' activity*	Word limit 250 words
Special programmes arranged for Foreign Tourists, if any*	☐ Yes ☐ No Word limit 250 words

Registration of Travel Agents

Online Registration Process for Travel

Agent

Definition	"Travel Agent" means any person or agency who, arranges for, advises on, or undertakes to provide travel arrangements for tourists including ticketing, transportation, visa, accommodation, guided tours, organized excursions or such other arrangements and tourism related services included in the Tour Operator category.
General Terms & Conditions	□ The Annual turnover in terms of Indian rupees or foreign exchange by the firm from tour related activities only should be a minimum of Rs.7.5 lakhs. This must be certified by the firm's Auditor and latest FY Audited Profit and Loss Statements. □ The Travel Agent should have an office under the charge of the owner or a full-time staff, who is adequately trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about tourism and travel related services. □ The applicant must mandatorily upload a declaration stating that the Travel Agent on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) in the Karnataka Tourism Website. □ The minimum office space should be at least 150 sq. and the office may be located in neat and clean surroundings and equipped with telephone, fax and computer reservation system etc. □ A registration amount of Rs 500 to be paid, which is not refundable.

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Is recognized under Ministry of Tourism, Government of India*	Yes & No Option (If yes, the applicants must upload the MoT registration certificate)	Taluk*	Drop Down Option
Name of Proprietor / Directors / Partners*		City / Town / Village*	
GST Identification Number*		Nearest Landmark *	
PAN Number		Pincode*	
Website Name & URL		Mobile Number*	
Official Email Id of the Entity		Telephone number	
Whether a Member of any Recognized Trade Body? *	Drop Down Option	Total Build Area(Sq. Ft) *	
		Other Office Addresses	
		Number of Offices in Karnataka*	
		Address Line 1*	
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Address Proof* <i>Utility bill which is not older than two months from the date of application of any service provider (Electricity/telephone/gas/water bill) / property or municipality tax receipt.</i>		Details of Office Premises * Rent agreement/Lease Agreement/Sale Deed & Property Tax in the case of owned properties	
Registration Certificate under Karnataka shops and Establishment Act*		Labour Department Certificate*	
Certificate of Chartered Accountant* <i>Documentary proof of turn over in Indian or foreign exchange from tour related activities operations during the previous financial year which should not be less than Rs. 7.5 Lakh"</i> • Certificate of Chartered Accountant on original letter head • Profit & Loss statement.		Attested photograph of Proprietor / Partners /Authorized Representative of the Entity*	
List of Directors/Partners/Name of the Proprietor*		Power of Attorney/ Board Resolution* <i>(only in case of Authorized Representative)</i>	
Brochures or Leaflets* <i>Brochures or leaflets brought out by the firms having all information about their activities</i>		Photograph of the Office Building Exterior*	
Copy of GST Registration Certificate*		Photograph of the Office Building Interior*	
		Photograph of Office building along with board clearly stating name of the entity *	
		Declaration stating that the Travel Agent on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) in the Karnataka Tourism Website*	
		A signed copy of the Pledge of Commitment towards "Safe & Honorable Tourism"	<i>Option to download the pledge and upload the signed copy must be provided</i>

Section 3 – Payment (*Integrated with Khajane*)

PAYMENT

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Kotak Mahindra Bank

Payment History

Successful

Failed

Back to dashboard

Section 4 - Other Relevant Details

Memberships of International tour associations, if any*	☐ Yes ☐ No Word limit 250 words
Steps taken to promote domestic tourists' activity*	Word limit 250 words
Special programmes arranged for Foreign Tourists, if any*	☐ Yes ☐ No Word limit 250 words

Registration of Tourist Transport Operator

Online Registration Process for Tourist Transport Operator

Definition	“Tourist Transport Operator” means any person, who provides tourist transport like cars, coaches, boats etc., to tourists, travel agents and other service providers for transfers, sightseeing and journeys to tourist places etc.
General Terms & Conditions	□ The turnover in terms of Indian rupees or foreign exchange by the firm from tour related activities only should be a minimum of Rs.7.5 lakhs. This must be certified by the firm’s Auditor and latest FY Audited Profit and Loss Statements. □ The Tourist Transport Operator (TTO) should have an office under the charge of the owner or a full-time staff, who has adequate knowledge of handling the tourist transport vehicles for transferring tourists from the Airport, Railway Stations, Bus Stations, etc., and for sight-seeing of tourists, both foreign and domestic. The drivers should have working knowledge of English and Hindi / local languages. □ The applicant must mandatorily upload a declaration stating that the TTO on a monthly basis shall mandatorily share/upload the Tourist Arrival details(Foreign& Domestic) in the Karnataka Tourism Website. □ Tourist Transport Operator (TTO) must have State Permit valid for Karnataka / All-India Permit issued by the concerned Transport Department for tourist vehicles. The tourist vehicles and the related documents should be in the name of the company/Proprietor. □ The Tourist Transport Operator should have minimum number of Three tourist vehicles with proper state permits valid for Karnataka or All India permit issued by the concerned state transport department for commercial tourist vehicle. □ The minimum office space should be at least 150 sq. and the office may be located in neat and clean surroundings and equipped with telephone, fax and computer reservation system etc. □ A registration amount of Rs 500 to be paid, which is not refundable.

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Date of Registration of Entity under Karnataka Shops and Establishment Act*		District *	Drop Down Option
Is recognized under Ministry of Tourism, Government of India*	Yes & No Option (If yes, the applicants must upload the MoT registration certificate)	Taluk*	Drop Down Option
Name of Proprietor / Directors / Partners*		City / Town / Village*	
GST Identification Number*		Nearest Landmark *	
PAN Number		Pincode*	
Website Name & URL		Mobile Number*	
Official Email Id of the Entity		Telephone number	
Whether a Member of any Recognized Trade Body? *	Drop Down Option	Total Build Area(Sq. Ft) *	
		Other Office Addresses	
		Number of Offices in Karnataka*	
		Address Line 1*	
		Address Line 2	
		District*	Drop Down Option
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		City / Town / Village*	
		Pincode*	
		Contact Number*	

Section 1 – Vehicle Details

Number of vehicles viz. AC Coaches, Non – AC Coaches, Mini Coaches, cars and boats operated as tourist vehicles*			
Vehicle Type*		Tourist Vehicle Permit Number*	
Tourist Vehicle Registration Number*		Tourist Vehicle Registration in the name of*	
Tourist Vehicle Permit Start date*		Tourist Vehicle Permit End date*	
Add			

The Tourist Transport Operator should have minimum number of Three tourist vehicles with proper state permits valid for Karnataka or All India permit issued by the concerned state transport department for commercial tourist vehicle.

Section 2 - Documents

Registration/Incorporation Certificate* <i>Documentary proof to be uploaded in compliance with the any one of the below act:</i> - should be a Company registered under The Indian Companies Act 1956/2013 or - a Partnership Firm under the Indian Partnership Act 1932 or -A Limited Liabilities Partnership under Limited Liabilities Partnership Act 2008 or -In the case of Sole Proprietorship, registration under the Shops and Establishment Act or GST Registration Certificate needs to be furnished		Copies of State Permit valid for Karnataka / All-India Permit tourist permits issued by the concerned Transport Department for Tourist Vehicles*	Please Note: For more than 1 vehicle valid permits for all the vehicles must be uploaded in a single pdf
Address Proof* <i>Utility bill which is not older than two months from the date of application of any service provider (Electricity/telephone/gas/water bill) / property or municipality tax receipt.</i>		Registration Certificate of Tourist Vehicles* Details of Office Premises * Rent agreement/Lease Agreement/Sale Deed & Property Tax in the case of owned properties Labour Department Certificate*	
Registration Certificate under Karnataka shops and Establishment Act*		Attested photograph of Proprietor / Partners /Authorized Representative of the Entity*	
Certificate of Chartered Accountant* <i>Documentary proof of turn over in Indian or foreign exchange from tour related activities operations during the previous financial year which should not be less than Rs. 7.5 Lakh“</i> • Certificate of Chartered Accountant on original letter head • Profit & Loss statement.		Power of Attorney/ Board Resolution* <i>(only in case of Authorized Representative)</i>	
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Section 4 - Other Relevant Details

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Steps taken to promote domestic tourists' activity*	Word limit 250 words
Special programmes arranged for Foreign Tourists, if any*	☐ Yes ☐ No Word limit 250 words

Thank You