

Inbound Tour Operators Form 1



Queensland
Government

Application for registration as an inbound tour operator

Tourism Services Act 2003

This form is effective from 1 July 2022

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

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Payment details

Amount allocated

\$

CHC amount

\$

Total amount

\$

Entity

Entity number

Instructions

This registration is required by individuals, groups of individuals or corporations who wish to carry on business as an inbound tour operator. Please complete in **BLOCK** letters. Attach extra pages if needed. All references to dates should be in DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Tourism Services Act 2003* to process your application. In accordance with this Act, some personal information and business information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name, business address, business information and postal address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Licence fees

To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule. No GST is payable on the licence fees.

Each person associated with the licence e.g. associated persons/partners/directors must pass a mandatory criminal history check. A criminal history check fee applies for each person whose name and date of birth appears on this form.

Name of applicant

Name of applicant

This area has been intentionally left blank.

Part 1—Application details

Section 1 Business particulars	How do you intend to carry on business? <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation Term of licence: <input type="checkbox"/> One year <input type="checkbox"/> Three years
Section 2 Individual or partnership name	Title Family name Given names Title Family name Given names
Section 3 Corporation details (if applicable)	Australian Company Number (ACN) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Full name of corporation If trading as a corporation please show the full name as listed on the <i>Certificate of Registration of a Company</i> .
Section 4 Business name details (if applicable)	Full business/Trading name Please show the full name as listed on the <i>Record of Registration for Business Name</i> . The licence holder must be the proprietor of any business name used in conjunction with a licence issued by the Office of Fair Trading. If a trust is listed as a proprietor of the business name, acceptable evidence must be provided that the licence holder is entitled to operate on behalf of the trustees.

Part 2—Business location

Section 1 Business postal address	Postal address Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 2 Physical address details Please copy for each additional business location and attach.	Business address (not a P.O. Box) Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 3 Business contact details	Phone (business) Fax (business) Mobile Email Website address Preferred contact method? <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail

Part 3—Individuals, partnerships, corporation officers, associated persons—personal details

	If you are lodging this application in person, you may provide an original of your birth certificate/ extract, Australian citizenship certificate, ImmiCard, passport or driver's licence which will be copied and certified by the officer receiving your application. If you are lodging this application by mail, please send a photocopy of one of the above documents certified as a true copy by a Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public. Note: You must supply certified identification in your current name.
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Part 3—Individuals, partnerships, corporation officers, associated persons—personal details continued

<p>Person 1 Personal details</p> <p>Please provide full name of each individual involved in the business.</p> <p>If you have been known by any other name, give details and reason for name change.</p>	<p>Position held <input type="checkbox"/> Individual <input type="checkbox"/> Associated person <input type="checkbox"/> Corporation officer <input type="checkbox"/> Other (specify)</p> <p>Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify)</p> <p>Family name Given names</p> <p>Other name (if applicable)</p> <p>Reason for name change</p> <p>Place of birth (town, state and country)</p> <p>Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Residential address</p>	<p>Residential address (not a P.O. Box)</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Postal address</p>	<p>Postal address</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Contact details</p>	<p>Phone (business) Phone (home)</p> <p>Fax (business) Mobile</p> <p>Email</p> <p>Preferred contact method? <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail</p>
<p>Person 2 Personal details</p> <p>Please provide full name of each individual involved in the business.</p> <p>If you have been known by any other name, give details and reason for name change.</p>	<p>Position held <input type="checkbox"/> Individual <input type="checkbox"/> Associated person <input type="checkbox"/> Corporation officer <input type="checkbox"/> Other (specify)</p> <p>Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify)</p> <p>Family name Given names</p> <p>Other name (if applicable)</p> <p>Reason for name change</p> <p>Place of birth (town, state and country)</p> <p>Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Residential address</p>	<p>Residential address (not a P.O. Box)</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Postal address</p>	<p>Postal address</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Contact details</p> <p>For further persons please attach extra sheets with details (of each person) required by Part 3.</p>	<p>Phone (business) Phone (home)</p> <p>Fax (business) Mobile</p> <p>Email</p> <p>Preferred contact method? <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail</p>

Part 4—Entitlement to registration checklist

Please tick the appropriate box.

Note: the department may ask the Queensland Police Service (QPS) for a criminal history report of the applicant or a named associated person of the applicant.

A recorded conviction, other than for a disqualifying offence, will not necessarily prevent an applicant from obtaining a registration.

Note: 'externally—administered body corporate' has the meaning given by the *Corporations Act 2001*, Section 9 as follows:

- (a) that is being wound up; or
- (b) in respect of property of which a receiver, or a receiver and manager, has been appointed (whether or not by a court) and is acting; or
- (c) that is under administration; or
- (d) that has executed a deed of company arrangement that has not yet terminated; or
- (e) that has entered into a compromise or arrangement with another person, the administration of which has not been concluded.

Have you or any person mentioned in this application:

Been convicted of an offence against the *Tourism Services Act 2003* (or have been found to have participated in unconscionable conduct), the *Fair Trading Act 1989*, the *Travel Agents Act 1988*, the *Trade Practices Act 1974* (Commonwealth) or a corresponding law within the last five years? Yes No

Breached an undertaking accepted by the Commissioner under Part 7 of this Act, or the Australian Consumer Law (Queensland) Chapter 5, Part 5-1, Division 1, within the last five years? Yes No

For individuals, corporation officers or associated persons—do any of the following disqualifying criteria apply to you or an associated person:

Are you/they under 18 years of age? Yes No

Are you/they an insolvent under administration (this includes entering into bankruptcy or a Personal Insolvency Agreement under Part X of the *Bankruptcy Act 1966* or is a party as a debtor to a debt agreement under Part IX of the *Bankruptcy Act 1966*)? Yes No

Have you/they been convicted of a disqualifying offence within the last five years? Yes No

Have you/they been ordered by a court not to be in any way involved in the operation of a business of an inbound tour operator (whether under this Act or another law) and is the order still current? Yes No

For corporations—do any of the following disqualifying criteria apply:

Is the corporation an insolvent under administration? Yes No

Is the corporation an externally—administered body corporate? Yes No

Has the corporation breached an undertaking accepted by the Fair Trading Commissioner within the last five years? Yes No

Has the corporation been convicted of a disqualifying offence within the past five years? Yes No

Has the corporation been ordered by a court not to be in any way involved in the operation of a business of an inbound tour operator (whether under the *Tourism Services Act 2003* or another law) and is the order still current? Yes No

If the answer is YES to any of the above questions, please provide details on a separate sheet.

Part 5—Mandatory criminal history check and fee

A criminal history check will be conducted on each person whose date and place of birth are requested in this form. This application will not be processed until the fee for each check conducted is paid.

Criminal history checks will be conducted in accordance with the legislation as outlined in the *Tourism Services Act 2003*.

Part 6—Declaration and signatures

Declaration

Please tick each item as you complete.

It is an offence to supply incorrect or misleading information. Disclosure of previous convictions does not automatically disqualify you from holding a licence/certificate. However, failure to disclose convictions may result in your licence/certificate being cancelled and prosecution action being commenced.

Criminal history check fee.

..... × = \$

I/We have made appropriate enquiries and to the best of my/our knowledge all details on this application have been provided honestly and correctly.

I/We have enclosed the prescribed application fee and registration fee as well as proof of identity documents.

In submitting this application, I also consent to a national criminal history check being conducted by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Office of Fair Trading. I understand any disclosures will be subject to applicable Commonwealth, state or territory legislation and/or police policy.

Part 6—Declaration and signatures continued

Applicant sign here

Each person required to provide personal details pursuant to this application must sign and date this application (see Part 3).

Processing time-frames:

Average processing times for a complete application is four to six weeks.

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether you are recorded on an interstate police database.

Please allow at least four weeks from the date of lodgement before enquiring on the progress of an application.

Signature:

Signatory's name (please print)

Position held

Date / /
D D M M Y Y Y Y

Signature:

Signatory's name (please print)

Position held

Date / /
D D M M Y Y Y Y

If insufficient signature blocks, please photocopy the declaration and attach to this application.

Add extra sheets if necessary.

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 30 days.

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Proceed to next section for payment details.

If you do not complete the payment section this form will be considered incomplete and may delay processing.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details

Cash—pay in person
Do not send cash by mail

Debit/Credit card

Money order

Cheque

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:





Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
M M Y Y Y Y

Cardholder's signature:

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By post

A cheque or money order can be posted in, together with the application form.
Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.
Visit **www.qld.gov.au/fairtrading** or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.