



Tour Operator's Application Checklist

Note: Using this checklist will be helpful in the completion of the application. Each line in the checklist corresponds to each questions on the application.

- [] Q. 1 Read important information for the applicant and mark the appropriate box for the business.
- [] Q. 2 Write the name of your business (*Must be the same name as registered at Tax Office*).
- [] Q. 3 Provide business information (*Must be the same information as registered at Tax Office*).
- [] Q. 4 Provide the initial start date of business.
- [] Q.5 Provide the full name and contact information of person (other than owner), filling out the application.
- [] Q. 6 *Form of Business*. Read and mark the appropriate box. Additional information and/or separate sheet(s) of paper may be required for (b) through (d). *If you mark (d), ensure Q. 7 is completed.*
- [] Q. 7 *Answer if Q. 6(d) is marked*. Provide Foreign Investment Approval Certification number (FIAC). FIAC is issued by the Foreign Investment Board (FIB) office.
- [] Q. 8 *Separate sheet is required*. List names of all business employees with respective duties, qualifications and work permit numbers for foreign workers.
- [] Q. 9 Provide current insurance coverage for the business.
- [] Q. 10 *Separate sheet may be required*. Provide copies of all valid tour guide licenses (front and back), for all tour guides.
- [] Q. 11 *Separate sheet may be required*. Provide a list of applicant's tour operator assets with supporting documents of ownership. For example, photocopy of vehicle registration cards etc....
- [] Q. 12 *Separate sheet may be required*. Provide copy of SOP for customer safety or briefly state on the lines provided.
- [] Q. 13 *Separate sheet may be required*. Provide copy of SOP for safeguarding the marine environment of Palau or briefly state on the lines provided.
- [] Q. 14 Attach copy of payment receipt for Tour Operator application, provided by National Treasury office.
- [] Q. 15 Must be signed by the owner or a representative of the owner.
- [] **Application must be signed by the owner and notarized through a Notary Public before application is accepted by the Bureau of Tourism.**



Bureau of Tourism

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REPUBLIC OF PALAU TOUR OPERATOR LICENSE APPLICATION PNC Chapter 9, Title 11

(1) IMPORTANT INFORMATION FOR THE APPLICANT

- ✓ Ensure this application is complete and all required documents are attached when it is submitted (see checklist)
- ✓ A copy of the receipt showing payment of the tour operator license fee (\$150.00 annually) from the Palau National Treasury is required to submit with this application.
- ✓ Be aware that the information provided is made under oath and any person who commits perjury will be prosecuted to the full extent of the law.
- ✓ Type or legibly print all information provided in this application
- ✓ This Application will be reflected on the final approval of the Tour Operator Regulation

With this application, you intend to (check appropriate box):

Register a new Tour Operator Renewal Status

(2) NAME OF BUSINESS (as registered at Bureau of Revenue & Taxation office)

(3) BUSINESS INFORMATION: OWNER, ADDRESS & CONTACTS (same as National Business License)

Name of the Owner: _____
First Name Middle Initial Last Name

Business address and contact:

P.O. Box: _____	Physical address (Hamlet, State): (follow Nat'l Business License)	Physical address/landmark:
Office Phone:	Cell:	Fax:
Email:	Website:	

(4) DATE BUSINESS BEGAN OPERATIONS: _____

(5) INFORMATION OF PERSON (NON-OWNER) FILLING OUT THIS FORM

Full Name: (print) _____

Address and contact information:

P.O. Box: _____	Company Position/Job Title :	State:_____ Zip:_____
Tel: _____	Cell: _____	Fax: _____
Email: _____		Website: _____

(6) FORM OF BUSINESS (please check appropriate box):

(a) Sole Proprietorship

Name of Sole Proprietor: _____

(b) Corporation

IF APPLICANT IS A CORPORATION, KINDLY STATE THE FULL NAMES & TITLES OF ALL THE CORPORATE OFFICERS OF THE APPLICANT.

(Attach separate sheet if more space is required)

Name:	Title:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

***Corporate applicants must also attach the following:

- Certified copies of the Charter and Articles of Incorporation
- Copies of Applicant’s Current Business Licenses in The Republic of Palau
- Corporate clearance from Attorney General Office for the purpose of “Tour Operator”

(c) Partnership

List names of all Partners & Partnership Registration Certificate Number:
(**Attach copy of certificate)

(d) Foreign Investment Business *If checked, must complete question (7)* _____

(7) BUSINESS’ FOREIGN INVESTMENT APPROVAL CERTIFICATION (FIAC):

FIAC number: _____

**Attach copy of FIAC license.

(8) PROVIDE ON A SEPARATE SHEET A LIST OF ALL OF APPLICANT’S TOUR OPERATOR’S EMPLOYEES, THEIR RESPECTIVE DUTIES, PERMIT NUMBERS, AND QUALIFICATIONS.

(9) PLEASE PROVIDE CURRENT INUSRANCE COVERAGE FOR YOUR TOUR OPERATOR BUSINESS.

Name of Insurance Carrier	Type of Insurance	Amount of Insurance	Period of Coverage
1.			
2.			

** Attach copy of Insurance Policy or Policies.

(10) PLEASE PROVIDE COPIES OF ALL VALID TOUR GUIDES' CERTIFICATION FOR ALL TOUR GUIDES.

**Attach a separate sheet with a list if more space is needed

(11) PROVIDE A BRIEF DETAILED LIST OF APPLICANT TOUR OPERATOR'S ASSETS AND SUPPORTING DOCUMENTS OF APPLICANT'S OWNERSHIP OF SUCH ASSETS.

(ex: Boats, Vehicles, Live aboard --copies of registration documents, Compressor)

	NAME OF ASSETS	DESCRIPTION OF ASSET
1		
2		
3		

** Attach a separate sheet if more space is needed

(12) PROVIDE/ATTACH A COPY OF APPLICANT'S "STANDARD OPERATION PROCEDURE" (SOP) FOR **SAFEGUARDING CUSTOMER**. BRIEFLY STATE BELOW APPLICANT'S PLAN FOR SAFEGUARDING THE SAFETY OF THE CUSTOMERS.

** Attach a separate sheet if more space is needed

(13) PROVIDE/ATTACH A COPY OF APPLICANT'S "STANDARD OPERATION PROCEDURES" (SOP) FOR **PROTECTING THE MARINE ENVIRONMENT OF PALAU**. BRIEFLY STATE BELOW APPLICANT'S PLAN FOR PROTECTING THE MARINE ENVIRONMENT OF PALAU.

Include briefing process before any activity. This should include Green Fins (Do's & Don't)

** Attach a separate sheet if more space is needed

(14) HAVE YOU PAID THE REQUIRED FEE FOR A TOUR OPERATOR'S PERMIT?

No Yes If yes, attach copy of official payment receipt.

(15) BY SIGNING THIS APPLICATION AS AN OWNER OF THE COMPANY, ALLOWS THE BUREAU OF TOURISM TO CONDUCT AN INDEPENDENT VERIFICATION FOR ANY INFORMATION PROVIDED IN THIS APPLICATION.

Full Name (print): _____ Date: _____

CERTIFICATION

The undersigned applicant hereby certifies under penalty of perjury that the information and statements provided in this application are true and accurate to the best of his/her knowledge.

APPLICANT'S NAME (PRINT)

APPLICANT'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____ 20_____.

Official Use Only

Verifying BOT official: Approved Disapproved

Full Name (print): _____ Time: _____ Date: _____

Note: Issue Verification Slip after approval