

**APPLICATION FORM FOR RECOGNITION AS PROVISIONAL / APPROVED  
MEGHALAYA STATE TOUR OPERATOR**

Passport size photograph  
Of Managing Director/  
Managing Partner/Proprietor.

1.       Name of the Organization.....  
          Address of Head Office.....  
          Telephone No. ....  
          Fax Number   .....  
          Email Address .....  
          Website Name .....  
          Address of the Branch offices (if any) .....  
          (Please fill up separate application from, in duplicate, for Branch Office  
          If any) .....
  2.       Nature of the Organization.....  
          Year of registration/commencement of business  
          .....
  3.       Name of Proprietor/ Directors/Partners etc. ....  
          (Details of their interests, in other business may also be   indicated
  4.       Particulars of staff employed.  
          Name, Designation, Qualifications, Experience, Salary, Length of Service with  
          the firm  
          1.....  
          2.....  
          3.....
  5.       Details of office premises (Documentary proof/Rent Agreement/Ownership Deed to  
          be made available )-Space in sq.ft. ....  
          Location area commercial/ residential.....  
          Reception area.....accessibility to toilets.....
  6.       Name of Bankers (please attach a reference letter on original letter head from your  
          Bankers) .....
  7.       Name of Auditors.....
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**Particulars of the Domestic Tour Operator concerned.**

1. Copy of acknowledgement in respect of Income tax return for the current assessment year should be enclosed.....
2. Documents pertaining to any promotional activities undertaken by the firm should be enclosed.
3. Please indicate membership of International Travel Organization, if any  
.....
4. a) Give details of volume of tourist traffic handled . This certificate should show receipts from Domestic Tour Operation only during the financial year or the calendar year immediately preceding the date of submission of your application)  
.  
b) Clientele: special tourist groups handled, if any, their size, frequency, etc.,  
c) Steps taken to promote domestic tourist traffic and details of the groups handled, if any.
5. Number of conferences handled, if any, and the total number of Passenger for such conferences with details of location etc.
6. Please enclosed Demand Draft of Rs.1,000/- payable to the Director of Tourism, Government of Meghalaya as fee for recognition/renewal.

Signature of Proprietor/Partner/Managing Director  
Rubber Stamp

Place:

Date:

- NB:** a) This application should be submitted in duplicate along with supporting documents mentioned only.  
b) Provisional Registration is valid for 1 year from the date of issue, subject to verification of the Director of Tourism.