



## *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 full name and contact information of person (other than owner), filling out the application.
- [ ] Q. 5 Read (a) and (b) and mark the appropriate box. Additional information and/or separate sheet(s) of paper may be required for (b) through (d). *If you mark (e), ensure Q. 7 is completed.*
- [ ] Q. 6 Provide the initial start date of business.
- [ ] Q. 7 *Answer if Q. 5(e) 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.* Please read the question and write a clear and concise statement based on (a) to (c).
- [ ] Q. 9 *Separate sheet is required.* List names of all business employees with respective duties, qualifications and work permit numbers for foreign workers.
- [ ] Q. 10 Read and mark appropriate box. Brief summary is required if marked yes. *Separate sheet may be required.*
- [ ] Q. 11 Read and mark appropriate box. Brief summary is required if marked yes. *Separate sheet may be required.*
- [ ] Q. 12 Provide current insurance coverage for the business.
- [ ] Q. 13 Attach copy of payment receipt for Tour Operator business license, provided by the Tax office.
- [ ] Q. 14 *Separate sheet may be required.* Provide copies of all valid tour guide licenses (front and back), for all tour guides.
- [ ] Q. 15 Read and mark appropriate box. Brief summary is required if marked yes.
- [ ] Q. 16 *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. 17 *Separate sheet may be required.* Provide copy of SOP for customer safety or briefly state on the lines provided.
- [ ] Q. 18 *Separate sheet may be required.* Provide copy of SOP for safeguarding the marine environment of Palau or briefly state on the lines provided.
- [ ] Q. 19 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.***