

## LIST OF DOCUMENTS 1

- **Photograph**  
One Passport size Photographs of Proprietor, all Partners, all Directors of the agency. (Original photographs and no xerox shall be accepted)
- **Address Proof**  
Shop & Establishment License **OR** Business Registration Certificate issued by local Government Authority **OR** current / latest Electricity Bill **OR** current / latest Land Line Telephone Bill (of any company) **OR** Service Tax Registration Certificate **OR** Property Documents confirming the address at which the business is located & established.  
For Private Limited Company we shall require the Company Registration Certificate along with Memorandum & Article of Company Formation, For Partnership Company Registered Agreement Certified by relevant Government Authority. ( Xerox Copies )
- **Pan Card copy**  
Personal & Company Pan Card, as applicable. (Xerox copy of the front of the Card)  
For Private Limited we require the Company Pan card copy and all Directors pan card copy.  
For Partnership companies we require the Company Pan card copy and all Partners pan card copy.
- **Bank Letter / Statement**  
Bank Current Account Holding Certificate from the Bank in which Agency current account is held and is being operated for business **OR** the last month Original Bank Statement. Kindly ensure you send Original Certificate on prescribed format **OR** on Bank's Official Printed Letter Head with Seal and Signature of Manager or Concerned Officer of the Bank. Importantly the Company's registered Address has to be mentioned on the letter / statement **OR Self attested cancelled Company Cheque** (Pls Note that Bank Statement downloaded from Net banking **will not be accepted**)  
Bank Current Account Holding Certificate application draft / Request Letter copy is available on the website. Original Bank account holding letter / Statement stamped by the Bank is required and not xerox copy.

NOTE: PLEASE NOTE THAT THIS IS A SIMPLE LETTER FROM YOUR BANK TO CONFIRM THAT YOUR COMPANY HOLDS AN ACCOUNT WITH THE ADDRESS MENTION.

- **Fees**  
Membership fee is payable by Cheque (Payable at Par) **OR** by Demand Draft / Banker's Cheque, payable in Mumbai and should be in favour of "**ENTERPRISING TRAVEL AGENTS ASSOCIATION**" for Rs 7670/- (Rupees Seven Thousand Six Hundred Sevnty Only). The fees consist of Rs 3500/- for Non-Refundable Registration Fees Plus Rs.3000/- towards Yearly Subscription and Rs. 1170/- towards applicable Govt. Service Tax (@ 18%)

## LIST OF DOCUMENTS 2

- **GST Certificate copy**
- **Photograph**  
One Passport size Photographs of Proprietor, all Partners, all Directors of the agency. (Original photographs and no xerox shall be accepted)
- **Address Proof**

Shop & Establishment License **OR** Business Registration Certificate issued by local Government Authority **OR** current / latest Electricity Bill **OR** current / latest Land Line Telephone Bill (of any company) **OR** Service Tax Registration Certificate **OR** Property Documents confirming the address at which the business is located & established.

For Private Limited Company we shall require the Company Registration Certificate along with Memorandum & Article of Company Formation, For Partnership Company Registered Agreement Certified by relevant Government Authority.( Xerox Copies )

- **Photo ID copy**

Government ID Proof like Passport Copy / Adhar Card copy (document with an Address) of the Proprietor / Partner / Director

- **Fees**

- Membership fee is payable by Cheque (Payable at Par) **OR** by Demand Draft / Banker's Cheque, payable in Mumbai and should be in favour of "**ENTERPRISING TRAVEL AGENTS ASSOCIATION**" for Rs 7670/-(Rupees Seven Thousand Six Hundred Sevnty Only). The fees consist of Rs 3500/- for Non-Refundable Registration Fees Plus Rs.3000/- towards Yearly Subscription and Rs. 1170/- towards applicable Govt. Service Tax (@ 18%)

The Membership fee is valid from 1st April to 31st March of any given year. Members who are sending in their Membership Application during the month of Jan, Feb, March of any given year are given 3 (Three ) month's grace period to be our member with all the facilities remaining the same for these 3 ( Three ) months and do not have to pay subscription after the month of March.

Any Cheque bounced or returned to us shall levy Cheque Return Charges of Rs. 500/-

**IF, FOR ANY REASON, ONE OF THE DOCUMENT IS NOT AVAILABLE TO FURNISH WITH THE APPLICATION THEN, KINDLY PLEASE CALL US**