

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MINISTRY OF TOURISM, ARTS AND CULTURE
REPUBLIC OF MALDIVES

C I R C U L A R

Reference Number: 88-LR/CIR/2009/55

Date: 11 January 2010

To: All Travel Agencies

Subject: SUBMISSION OF THE ANNUAL REPORTS OF REGISTERED TRAVEL AGENCIES

Dear Sir/Madam,

We would like to remind all travel agencies registered at the Ministry to submit their Annual Reports before 31 January 2010; in accordance with Clause 8 of the Regulations on the Operation of Travel Agencies in the Maldives.

Please note that the failure to submit the Annual Reports before or on the said deadline would result in the cancellation of the licenses issued to all travel agencies that fail to do so.

Attached please also find a form containing the specifics on the minimum information that has to be included in the aforesaid report.

Thank you



Ismail Yasir
Deputy Director General

* This is a computer generated document.

**INFORMATION TO BE INCLUDED IN THE ANNUAL REPORT TO BE SUBMITTED BY REGISTERED
TRAVEL AGENCIES PURSUANT TO CLAUSE 8 OF THE TRAVEL AGENCY REGULATION OF THE
MALDIVES**

ANNUAL REPORT OF [_____] FOR THE YEAR [____]

1. Information of the Company

Name of the Company:

Reg. No.

Registered Address:

Name and Address of Shareholders:

Changes in shareholding within the last year:

Name and address of Managing Director:

Name and address of Directors:

Tel:

Fax:

e-mail:

2. Information of the travel agency

Business Address:

Tel:

Fax:

e-mail:

No. of employees:

3. Information on operation of the travel agency

a. List of tour operator contracts with the travel agency [*list below*]

i.

ii.

iii.

b. List of resorts with which the travel agency did business [*list below*]

i.

ii.

iii.

c. List of allotment contracts [*list below*]

Name of the resort

No. of beds

i.

ii.

iii.

d. No. of tourists that the travel agency provided services within the year [____] _____

4. Brief overview on the operations of the travel agency in year [____]

Note: This is not a specific format for the annual report. Additional information may be included.

Name:

Signature:

Date:

Seal: