*[Letter number]* *[Date]*

**Undertaking Letter**

The Director General

Tourism Council of Bhutan

Thimphu

Dear Sir,

I/We would like to submit the checklist and undertaking letter for the validation of the *[Name of the tour operator*] with reference to the Notification no. TCB/Transformation-01/2022 dated 26th July, 2022

In submitting the above documents, I/we agree to the following:

1. That the information submitted is true and correct to the best of my/our knowledge and belief.
2. That the Tourism Council of Bhutan shall have the right to seek for additional information, photographic evidence and documents, and to conduct physical verification.
3. That in the event of any discrepancies, the decision of TCB shall be final and binding.
4. If any information is found to be false or fabricated, the tour operator will not be eligible for assessment and certification thereof for the next six months.
5. Agree that I/we may also be charged as per the Penal Code of Bhutan or relevant laws if found to have provided or submitted false information/document.

[Affix Legal Stamp]

Signature

Name:

Designation:

Date:

**Self-Assessment Checklist for [Name of the Tour Operator] -** *To be filled by Tour operator*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl** | **Particulars** | **Declaration** | **Remarks** |
| 1 | Valid license |  | *[The license should be valid and renewed till date. Attach a copy of the license]* |
| 2 | Office setup |  | *[Fill up the attached form 1]* |
| 3 | Website |  |  |
| 4 | Service rules and policy |  | *[TO should have a service policy]* |
| 5 | Payment facility |  | *[Specify the bank account type [CD/FC]* |

Name *(with sign and seal of the company)*: ………………………………………………………………….

**Form 1: Tour Operator Set up**

1. Name of the tour company: ……………………………………………………………………...
2. License holder (Name/CID): ……………………………………………………………………..
3. Business license #: ……………………………………………………………………………….

*(please attach a copy of valid business license)*

1. Office /postal address:
   1. Flat #: ………………………….
   2. Building #: ……………………………..
   3. Location: …………………………………………………………………………………...
   4. Proper sign board (yes/no): ………………………………………………………………...
2. Contact details:
   1. Mobile #: ……………………..
   2. Office #: ……………………………….
   3. Email: …………………………………………………………………………………..
3. Website URL: ……………………………………………………………………………………….
4. Employee Details *(list all regular employees including office staff, guides and drivers)*:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | CID | Designation | Employed since |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(please add fields, if required)*

1. Transport facilities *(please share the details of tourist vehicles, if available)*

|  |  |  |
| --- | --- | --- |
| Make | Model & year | Number |
| *Eg. (Toyota)* | *(Prado, 2020)* | *(1)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*(please add fields, if required)*

1. Specify area(s) of specialization (if any): ………………………………………………………..

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Name *(with sign and seal)*: …………………………………………………………………………………………….