



REQUIREMENTS FOR APPLICATION - NEW TRAVEL AGENCY OR WHOLESALE - CORPORATION / LLC

- Name, postal address, residential and telephone number of board members, officers or partners of the corporation.
- Name, mailing address, residential and phone number of the administrator in case of LLC.
- Two 2 X 2 photos from the president of the Corporation.
- Proof of Postal address by submitting AAA, EEE or telephone bills.
- Certificate of Organization or Incorporation issued by the Department of State (original and copy).
- Certificate of Corporate Conduct "Good standing" issued by the Department of State, if it is incorporated or organized from the calendar year prior to the application.
- Articles of Incorporation (By Laws) if it is corporation or operational agreement, "Operating Agreement", in case of LLC.
- Compiled financial statement, certified by CPA (with original CPA stamp of \$5.00). It must have less than one (1) year of issued.
- In the case of corporations with less than a year of organized must submit projections of financial condition to 5 years.
- Corporate resolution with seal of the board certifying the president or authorized representative to make proceedings before the CTPR. This must include the date of the meeting, name and position of the persons who participated, where it was celebrated and stamped with the seal of the corporation.
- Certificate of conduct of the administrator of the Corporation, less than thirty (30) days issued.
- Negative certificate issued by ASUME stating that there's no child support debt owed by the president of the of the Corporation. Not more than one (1) month from issue date.
- Corporate negative debt certification issued by the Puerto Rico Department of Treasury.
- Certificate of Company's tax filing for the last five (5) years issued by the Puerto Rico Department of the Treasury.
- Negative certificate of Debt for All the Concepts of the CRIM, of the current taxable period. If it has debt it must present a payment plan and receipt of recent payment.
- Payment receipt for the new application fee of two hundred dollars (\$200.00), which are non-refundable. We accept payments only with Visa, Master Card, debit card or money order or rotation. We will not accept payments in cash.

ADDITIONAL REQUIREMENTS IF IT IS TRAVEL AGENCY:

- Proposal or Business Plan including proposed business site, address, 5-year income projection and operating costs.
- Inspection of the proposed business site (*deferred approval).

ADDITIONAL REQUIREMENTS IF YOU ARE A TRAVEL AND EXCURSIONS WHOLESALE:

- Proposal or Business Plan including proposed business site, address, 5-year income projection and operating costs.
- Marketing Plan.
- If you have a travel agency authorization, you will have a different name for each business.
- Inspection of the proposed business site (*deferred approval).

***AFTER THE INSPECTION OF THE PROPOSED BUSINESS SITE, WILL HAVE 45 DAYS OF EXTENSION IN WHICH TERM MUST PRESENT:**

- Contract of sale and/or lease of the proposed business site.
- Permit of Use for the proposed business site issued by OGPE addressed to the agency trips and/or wholesaler. It must establish that permit issued is for Travel Agency and/or Wholesaler, depending to the case.
- Fire Prevention Certification (inspection) issued by the PR Fire Department.
- Municipal patent of the business.

Notice: Both the Use Permit, the Municipal Patent and the Fire prevention certification required herein must have the same physical address of the proposed business site .

IF THE APPLICATION IS APPROVED BY RESOLUTION AND ORDER, THE FOLLOWING SHALL BE REQUIRED IN ORDER TO ISSUE THE CERTIFICATE OF AUTHORIZATION:

- Policy of Errors or Omissions, not less than \$100,000.00, endorsed to the Puerto Rico Tourism Company.
- Public Liability Bond with a minimum cover of \$25,000.00 or equivalent to 5% of the annual sales of the last year of operations, whichever is greater.
- Payment of the annual fee corresponding to the Fiscal Year in which the authorization of the travel agency is approved. This fee shall not be prorated. However, if the application is approved within 60 days before the fiscal year culminates, according to the date of notification of the corresponding resolution and order, it shall be exempted from payment and will pay the fee corresponding to the following fiscal year instead.

The documents must be presented in original. If there's a debt with any government agency, must bring evidence of payment plan issued by the corresponding agency. The Puerto Rico Tourism Company will be entitled to require any additional information and/or documents that are necessary for the proper fulfillment of their faculties and may reject any request for not meeting the corresponding requirements or determine intent to defraud the Puerto Rico Tourism Company.

Business Hours: Monday thru Friday from 8:00 am – 3:30 pm.
If any doubt you can contact us at (787) 721-2400, Exts. 4205, 4406, 4206 and 4407.
We are located at: Paseo La Princesa, Building #2, Old San Juan, San Juan, PR 00901