



REQUIREMENTS FOR APPLICATION RENEWAL FOR TRAVEL AGENCIES AND TRAVEL AND EXCURSIONS WHOLESALERS - 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.
- Compiled financial statement, certified by CPA (with original CPA stamp of \$5.00). It must have less than one (1) year of issued.
- 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 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.
- 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.
- Receipt of payment of annual fee.
- Merchants Registration Certification issued by the Department of Treasury.

**If there's any debt with any government agency, must present evidence of a payment plan issued by the corresponding agency.

ADDITIONAL REQUIREMENTS:

- Inspection of the business site (*deferred approval).
- Contract of sale and/or lease of the premises.
- Permit of Use for the 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 local of business.

- 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.

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

Oriented By: _____
Employee signature

Revd. Aug-2018

