



DO YOU KNOW...

What does it mean to be registered with TICO?

The Travel Industry Council of Ontario (TICO) is an organization mandated by the Ontario government to administer the *Travel Industry Act, 2002*. All travel retailers and travel wholesalers selling travel services in the Province of Ontario are required to be registered under the *Travel Industry Act, 2002* with TICO.

All registered travel retailers and travel wholesalers must meet certain requirements relating to financial fitness such as maintaining a trust

account, meet certain office requirements, provide full disclosure to consumers and meet advertising guidelines.

What is a Travel Retailer?

A person who sells, to consumers, travel services provided by another person.

What is a Travel Wholesaler?

A person who acquires rights to a travel service for the purpose of resale to a travel agent or who carries on the business of dealing with travel agents or travel wholesalers for the sale of travel services provided by another person.



What is a Travel Service?

The *Travel Industry Act, 2002* defines a travel service to mean “transportation, sleeping accommodations or other services for the use of a traveller, tourist or sightseer”.

What is an Outside Sales Representative?

A person selling travel services who has a signed contract with a registered travel agency. All business conducted must be through the registered travel agency.

How long does my registration last?

Once registered, a registrant must renew their licence every year based on its fiscal year end.

Can I carry on business pending approval of my application for registration?

No, selling travel services in the Province of Ontario without TICO registration is a contravention of the *Travel Industry Act, 2002* and may result in charges being laid under the Act.

I WANT TO BE REGISTERED...

Major requirements:

- \$2,750.00 application fee by certified cheque or money order.
- A completed TICO registration form.
- A résumé and letters of reference from previous employers for the designated manager, photo ID and copy of TICO Education Standard certificate(s). (References will be checked)
- Opening proforma balance sheet or current financial statements indicating a minimum \$5,000 working capital.



- Carrying on business from a dwelling requires the permission of the Municipality responsible for enforcing local zoning requirements.
- If applying for both retail and wholesale registration, separate applications and fees must be submitted.
- Wholesale applicants must provide a business/marketing plan.
- Must sign acknowledgement of Terms and Conditions of Registration and complete a TICO registration application form.
- Disclose all particulars regarding any bankruptcies, judgements, discharges.
- Credit checks and criminal record search required for applicants and supervisor/manager.

WHAT SHOULD I DO NEXT?

If you are interested in receiving a Registration Kit, including an application form, a full list of requirements and a copy of the *Travel Industry Act, 2002*, contact TICO or visit TICO's website to download a Registration Kit.

Our Registration Department is here to assist you with any questions.

Write, call or visit us on the web:



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**BECOMING A TICO REGISTERED
TRAVEL RETAILER OR TRAVEL
WHOLESALE
WHAT YOU NEED TO KNOW!**

- Security deposit in the amount of \$10,000.00 (Letter of Credit, bank draft or certified cheque from your financial institution in Ontario). The security deposit will be returned to the registrant after the filing of two consecutive year end financial statements provided that the Registrar has no concerns about the registrant's compliance with the Act.
- Confirmation of trust account(s). A letter from your financial institution in Ontario must be submitted.
- If a Tradestyle name is used, it must be registered with Ministry of Government Services - Service Ontario.
- If officers and/or directors are different from those listed in the articles of incorporation, Form 1 must be filed with Ministry of Ministry of Government Services - Service Ontario.