

## STARTING YOUR BUSINESS

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### *New Registrant Resource Page*

Whether you are a new TICO registered travel business or thinking of becoming a TICO registered business, the following resource has been designed to help you find the right information quickly. Please bookmark this page or download the PDF as a resource.

#### REGISTRATION

TICO has all of the information you need at your fingertips. [Click here](#) for more information and a registration checklist. You can also download a complete registration kit – [click here](#).

#### NOTICE OF BUSINESS CHANGE

Below is a list of all of TICO's [Notice of Business Change Forms](#), which are required when you make certain changes.

- [New Branch Application](#)
- [Notice of Change - Change of Business Address](#)
- [Notice of Change - Change of Business Name](#)
- [Notice of Change - Change of Financial Information](#)
- [Notice of Change - Change of Supervisor/Manager](#)
- [Notice of Change - URL \(Website\) Address\(es\)](#)
- [Notice of Change - Change of Officer, Director, Shareholder or Partner](#)

Other useful Registration forms and resources:  
[Checklist for Change of Ownership](#)  
[Schedule "A" \(for change to Supervisor/Manager\)](#)  
[Terms & Conditions - Operating from a Dwelling](#)

#### FINANCIAL REQUIREMENTS

All registrants must adhere to the legislated financial requirements. The following will provide useful information to ensuring financial compliance:

- [Filing of Financial Statements](#)
- [Trust Accounting Guidelines](#)
- [Working Capital](#)
- [Compensation Fund Remittance](#)

#### EDUCATION STANDARDS

Meeting the legislated education standard is a requirement in order to sell travel services on behalf of an Ontario registered travel retailer. Please [click here](#) for an overview of the process.

#### CONSUMER AWARENESS TOOLKIT

Using the TICO logo is recommended to let your customers know that you are TICO registered. You can download online. [TICO Logo Toolkit](#)

#### COMPENSATION FUND

Learn about the consumer protection of Ontario's Compensation Fund and the requirements regarding paying assessments into the industry financed Travel Compensation Fund:

- [Overview of the Compensation Fund](#)
- [Form 1 & Explanatory Notes](#)
- [Payment Schedule](#)

#### INSPECTIONS

Inspections are conducted to ensure ongoing compliance of the Travel Industry Act and the Regulation. All new TICO registrants are inspected within 6 months of receiving registration.

- [Financial and Compliance Inspections](#)

#### LEARNING CENTRE

TICO is dedicated to enhancing your knowledge base. TICO conducts seminars, roundtable sessions and is adding webinars in the future on various topics and timely issues.

- [Compliance Tutorials](#)

Make sure you subscribe to TICO's email list to be the first to know when an opportunity to attend becomes available.

## GUIDELINES

The following Guidelines are designed to assist you with meeting the legislated requirements.

[COVID-19 Pandemic Disclosure](#)

[Disclosure & Invoicing](#)

[Advertising](#)

[Exemption Guidelines](#)

[Event Planners Guidelines](#)

[School Trip Guidelines](#)

[Special Interest Travel Guidelines](#)

[Short Term Accommodation Rental](#)

[E-Commerce Code of Practice](#)

[Outside Sales Representative Guidelines - Travel Counsellors](#)

[Outside Sales Representative Guidelines - Agency Owners](#)

## CHECKLISTS

The following interactive checklists have been designed to assist you with some tasks. You can complete these online or you can print these to use in your office.

[Booking Checklist](#)

[Invoicing Checklist](#)

[Advertising Checklist](#)

[Website & Social Media Checklist](#)

## FAQ

### **Q. I just designed my invoice and I want to know if it is compliant.**

A. Please review TICO's [Invoicing Checklist](#) or you may contact our Compliance Department for a thorough review of your invoices.

### **Q. I'm an agency owner and I want to hire some Outside Sales Reps, what precautions should I be taking?**

A. TICO has designed [Outside Sales Representative Guidelines for Agency Owners](#). Please review the document online and contact TICO's Compliance Department with any questions you may have.

### **Q. I want to publish an advertisement, what rules should I be following?**

A. TICO has a very useful [Advertising Checklist](#) that you can use to help with designing your advertisement. As always, you can also contact us for assistance.

### **Q. What information am I supposed to be providing to my clients during the booking process?**

A. As an agent you have some responsibilities at the time of making the sale. As such, TICO has made it easy to comply with the legislated requirements. Please review our [Booking Checklist](#) and use it for all your bookings.

## REGISTRANT ENGAGEMENT

TICO wants to hear from you. TICO encourages you to attend its Annual General Meeting, Roundtable Sessions and seminars. Your voice is important so make sure you participate. You can also find TICO at industry trade shows. To stay up to date on all that is happening, [click here](#)

## NEWS

What is happening at TICO?

[Press Releases](#)

[Registrar Bulletins](#)

[Advisories](#)

[TICO Talk Newsletter](#)

[Upcoming Events](#)

## ENFORCEMENT, COMPLIANCE

Stay up to date with the current enforcement action being taken by TICO. TICO publishes a list of revoked agencies, suspensions, charges and convictions.

[Revocation List](#)

[Closure List](#)

[Suspension List](#)

[Charges & Convictions](#)

QUESTIONS? [Click here to contact TICO](#)