



**TAMILNADU TOURISM
DEVELOPMENT CORPORATION**
— (A Govt. of Tamilnadu Undertaking) —

TOURS | HOTELS | BOATHOUSES | EVENTS & FAIRS

APPLICATION FOR APPOINTMENT AS SELLING AGENT

FOR HOTELS & REGULAR TOUR PACKAGES

(This application is not valid for any Tirupathi Tours operated by TTDC)

1	Name of Travel Agency			
2	Registered Address			
3	Mobile		Telephone	
	E-Mail		Website	
4	Type of Agency	<input checked="" type="checkbox"/> (Tick)	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership
			<input type="checkbox"/> Pvt. Ltd	
5	GST Number		PAN Number	
	Other Registrations	(If any)		
	Date of Commencement			
	Annual Turnover	(Last 3 Years)	₹ FY 20__ to 20__	₹ FY 20__ to 20__
			₹ FY 20__ to 20__	₹ FY 20__ to 20__
6	Name of the Representative			
	Designation of the Representative			
	Qualification		Experience	

Tamil Nadu Tourism Complex, No.2, Wallajah Road, Triplicane, Chennai - 600002

1800 425 311 11

www.ttdconline.com

ttdconline | ttdcofficial

List of Documents Attached

MANDATORY DOCUMENTS

- ☐ DD- Rs 10,000 (Refundable Security Deposit)
- ☐ GST Registration copy
- ☐ Other Registrations (if any) - MSME/IATO/TAAI/IATA/Other State Tourism etc
- ☐ PAN Card copy
- ☐ IT / Bank statement (Last 2 Years)
- ☐ Number of Staffs with designation

OPTIONAL / ADD-ON DOCUMENTS

- ☐ List of Tourist Vehicles owned (If any)
- ☐ List of Branch offices (If any)
- ☐ Credential Letter from any reputed Travel Agent
- ☐ Police verification certificate
- ☐ Any other certifications / Documents

1. _____
2. _____
3. _____
4. _____

ACKNOWLEDGEMENT

I have read the terms & conditons in detail and agree to abide by the same to execute agreement with TTDC as authorised selling agent

Signature of Applicant

(with Official Seal)

For Official Use Only

Application Number

Application Received Date

SIGNATURE

☐ ACCEPTED

☐ REJECTED

Manager - Tours

SIGNATURE

☐ ACCEPTED

☐ REJECTED

General Manager - TTDC

SIGNATURE

☐ ACCEPTED

☐ REJECTED

Managing Director - TTDC



Terms & Conditions



- 1 The selling agent shall sell the Tour packages (except Tirupathi Tours) and reserve hotel rooms of Tamil Nadu Tourism Development Corporation (TTDC) on commission basis.
- 2 **Eligibility:** A travel agent is eligible to apply for “Authorized selling agent” only if satisfies the basic documents as listed 1. GST Registration, 2. PAN Card, 3. Current Account
- 3 **Security Deposit:** The selling agent should remit a security Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of DD in favour of TTDC Ltd, Chennai. This deposit is interest free and will be refunded to the agent on the termination of agency.
- 4 The rates and other terms and conditions such as cancellation rules, etc. governing the agency will be intimated to the selling agent from time to time.
- 5 TTDC reserves the right to reject any applications which does not fulfil all or any condition without assigning any reason whatsoever
- 6 TTDC reserves right to select / appoint any required number of agents irrespective of location and region.
- 7 The Corporation will provide the publicity materials like tariff cards, Brochures, posters, etc. to the selling agent then and there. The agent agrees to promote the sale of tickets on his own and also act as Marketing and Advertising agent for which the cost shall be borne by the agent alone in connection with the measures for enhancing and optimizing the sale of tickets.
- 8 The agent can display as “TTDC’s Authorized Selling Agent” on their promotional materials, Letter Pad and Visiting Card. Also can display the Certificate issued by TTDC at all their premises.
- 9 **Validity:** The agreement will be valid for a period of 3 Years. On the expiry of 3 Years, the agreement will be renewed on mutual consent. The renewal is at the discretion of TTDC and the agency cannot claim renewal as a matter of right.
- 10 **Booking procedure:**
 - The selling agent will be provided with an online login credentials for booking the group tours and hotel reservations through the TTDC official booking website.
 - The customized / Tailor-made tours can be booked by directly contacting with TTDC Tour division through Email communication from the registered official Email id.
 - The selling agent should remit the money due to TTDC after deducting the applicable commission to conform the booking.



Terms & Conditions



11 Commission:

- For every sale, the selling agent will be paid a commission on the tariff after deducting the tax.
- Commission is not applicable for Boating and entry tickets for other TTDC properties such as Tiruvalluvar statue, Kovalam Blue flag beach etc.
- No commission is payable to the agent for cancelled bookings and no other discounts are applicable for bookings made by the selling agent.
- Commission is calculated for the annual turnover for the financial year i.e., 1 st April to 31st March

HOTELS	TOURS
10% up to 2 Lakhs	10% (Group Tours / Tailor Made Tours)
15% 2 to 5 Lakhs	
20% Above 5 Lakhs	

12 **Cancellation by agent:** The cancellation rules policy will be intimated to the selling agent at the time of appointment. In case of cancellation, the agent shall arrange the refund to the tourist and claim reimbursement from corporation.

13 **Cancellation by TTDC:** TTDC shall have right to cancel/postpone the booking without notice under extra-ordinary circumstances and the agent will not have right to claim damage of compensation. However, the advance collected on account of the booking will be refunded in such condition.

14 **Termination:** Both parties have the liberty to terminate the agreement at any time by give one month notice in writing or email to official email id without assigning any reason whatsoever.

15 **Minimum Sale:** The agent is expected to give a minimum business of at least Rs.2,00,000 in a year. Annual booking amount is the revenue generated by the agent within the financial year from 1st April to 31st March

16 The selling agent shall maintain proper account for the sale effected and money received.

17 The selling Agent will not be entitled to issue LTC certificates to the government employees.

18 Any changes in the information such as Address, Email, Bank account etc is to be communicated officially through Email / Letter.

19 The Corporation shall have the right to add or delete any condition at any point of time.

20 If any disputes arises in respect of interpretation of any clause of the agreement, the decision of the agreement, the decision of the Managing Director, TTDC shall be final and he/she shall be the sole appoint the sole Arbitrator. The legal jurisdiction of any dispute will be at Chennai.