

Schedule II

THE TAANZ BONDING SCHEME REQUIREMENTS FOR BONDING THE REQUIREMENTS FOR PREMISES

- a) The approved location of a full member, or, the branch location of a full member, must be clearly identified as that of a travel agent, tour operator or general sales agent, and be freely accessible to the public for the sale of travel.
- b)(i) All full members are required to show their legal and registered name on all letterhead and business cards, as well as with sign writing on the office premises.
- (ii) Members who also wish to utilise their trading name on their letterhead, business cards and/or premises are required to state the trading name as a division of the legal name, or, the legal name, trading as the trading name.
- (iii) A “family group” of member advertising on a collective basis or an individual member advertising on an individual basis, is/are permitted to advertise using the group trading name only and such members are not required to include their legal and full registered name with TAANZ in their advertisements.
- c) Where a full member carries out a range of business activities including that of a travel agent, the travel office location must meet the following requirements:
- (i) It must be clearly designated as such and be totally separated from the other activities in the premises.
- (ii) It must be operated by qualified travel staff.
- (iii) It must meet all other approved location criteria of TAANZ.
- (d) Premises must be secure and for the safe custody of monies and accountable documents such monies and accountable documents shall, when not in use, be stored securely.
- (e) Photographs of the interior and exterior of the premises, together with a plan of the office, must be submitted with the application for membership.
- (f) A proposed location may be approved if it meets all criteria. Once original approval of premises is given, the requirements must be maintained in order to ensure retention as an approved TAANZ location. The acceptance or renewal of membership is at the sole discretion of the Board.