

Association of Uganda Tour Operators (AUTO)

P.O. Box 73371, Kampala, Uganda

Phone: +256 414 542599 | Mobile: +256 702 542599

Email: admin@auto.or.ug | automembers2016@gmail.com

Website: www.auto.or.ug



MEMBERSHIP APPLICATION FORM

Membership of the Association of Uganda Tour Operators (AUTO) is open to those organizations whose primary activities are the planning, marketing and execution of package tours in Uganda. Applicants must be limited companies registered in Uganda and must have the minimum infrastructure and staffing to allow them to carry out their activities in accordance with the Association's Code of Conduct.

DOCUMENTATION REQUIRED FOR MEMBERSHIP

1. Application form to be completed electronically (except on the specified fields) and should be submitted in a bound booklet including the following documents:
2. Staff CVs of at least two qualified staff members
3. Certificate of Incorporation (photocopy)
4. Memorandum and Articles of Association (Photocopy)
5. Trading License (Photocopy)

NOTE:

- A site visit will be carried out by the secretariat to ascertain if your organization and business premises can be considered to be of a sufficiently high standard befitting a professional tour operator.
- If you pass the inspection, a joining fee of UGX 100,000 and an annual subscription fee UGX 600,000 or 750,000 for Associate and Full membership respectively shall be paid.
- An associate member is in this category for only 2 years before automatically graduating to full membership.
- **Please ensure that all information is provided correctly and in full as failure to do so may result in your application being cancelled.**
- **The Association of Uganda Tour operators reserves the right to reject the application and will provide reasons in writing as to why an application has been rejected.**

NAME OF COMPANY	
------------------------	--

CONTACT DETAILS		
Physical Address		
Postal Address		
Phone Number	Mobile	Mobile
Email(s)		
Website		

Contact Person (and position held)	
------------------------------------	--

PARTICULARS OF SHAREHOLDERS

Shareholder 1

Full Name	
-----------	--

%ge of shares held	
--------------------	--

Shareholder 2

Full Name	
-----------	--

%ge of shares held	
--------------------	--

Shareholder 3

Full Name	
-----------	--

%ge of shares held	
--------------------	--

PARTICULARS OF DIRECTORS

Director 1: Full Name	
-----------------------	--

Director 2: Full Name	
-----------------------	--

Director 3: Full Name	
-----------------------	--

DETAILS OF SERVICES YOU PROVIDE

--

STAFF EMPLOYED (Please enclose a detailed CV for each staff member listed)

Name	Position	Number of years experience in the travel industry

DETAILS OF MARKETING ACTIVITIES YOUR ENGAGED IN

OTHER INFORMATION

1. State whether the company, any of its directors or shareholders has ever been charged with:

- Any bankruptcy offence YES NO
- Failing to keep proper books of accounts? YES NO
- Breach of contract with any other tour operator or travel agent? YES NO

If yes to any of the above, please provide details on a separate sheet of paper.

2. State whether any of the company's directors or shareholders has ever been a director, shareholder or employee with a member of the Association of Uganda Tour Operators? YES NO

If 'YES', specify which member company(s), any of the directors or shareholders has been with:

3. Is the company, any of its directors or shareholders a member of any other tourism related organization(s)? YES NO

If 'YES', specify which organization(s) the company, any of its directors or shareholders is a member of:

4. Does the company own any vehicles / boats / rafts / aircraft / other equipment to be used for tourists?

YES NO

If 'YES', provide details of the same below, as well as photocopies of logbooks

5. What provisions have been made for the keeping of proper books of accounts?

6. Which bank(s) does the company use to make and receive payments?

7. Is this your first time to apply for membership to the Association of Uganda Tour Operators?

If 'NO', state the reason(s) for any material difference between the particulars given in this application and those in previous application(s)

DETAILS OF PROPOSER

Name	
Company	
Position (Held in above company)	

I recommend the above named company for membership of the Association of Uganda Tour Operators.

Signature & Stamp _____

Date _____

The above signature, stamp and date fields cannot be filled electronically.

ACKNOWLEDGMENT

To: The Association of Uganda Tour Operators – Executive Committee

I certify that to the best of my knowledge, the above information is correct, and if I am accepted into the Association of Uganda Tour Operators, I will operate in accordance with the Association's Code of Conduct.

Name	
Position (held in above company)	
Company	

Signature & Stamp _____

Date _____

The above signature, stamp and date fields cannot be filled electronically.

Please note that the information you voluntarily supply when completing this form will be part of a file which is the property of the Association of Uganda Tour Operators, and will only be used in connection with activities related to the Association of Uganda Tour Operators.

Association of Uganda Tour Operators (AUTO) members' are entitled to a list of benefits, a copy of which is readily available on request.

FOR OFFICIAL USE ONLY

Company Name	
Date of site visit	
Site visit carried out by	
Name(s) of staff present & interviewed & Results of the staff interviews	
Other impressions gained from the site visit	
Application accepted or rejected	
Reasons for rejection	
Joining Fee: Ushs 100,000 paid?	
Membership Subscription: paid? Full Member - Ushs 750,000 Associate Member / Startups - Ushs 600,000	