



**2016 Tour Company  
Membership Application & China  
Inbound Program Registration**

101 Prosperous Place • Suite 350  
Lexington, KY 40509

Tour operators wanting to apply for NTA Tour Company Membership and register for the NTA China Inbound Program may use this form. You must provide the information and verification requested below in its entirety. By completing and providing the information and verification requested below to NTA, the undersigned Tour Operator (Registrant) agrees that (i) NTA is authorized to present the Registrant (including the information and verification requested below) to the Chinese National Tourism Administration of the Government of the People's Republic of China (CNTA) as a U.S.-based inbound tour operator per the Memorandum of Understanding between the Government of the People's Republic of China and the Government of the United States of America to facilitate Outbound Tourist Group Travel from China to the United States of America dated December 11, 2007 and meets the requirements and standards herein, (ii) NTA is serving merely as a facilitator in presenting Registrant (including the information and verification requested below) to CNTA, (iii) NTA has, and accepts no responsibility in presenting Registrant (including the information and verification requested below) to CNTA, all of which responsibility and liability Registrant hereby releases and discharges NTA from, (iv) Registrant's information and verification set forth and provided below is complete and accurate in all material respects and shall on an ongoing basis at all times during Registrant's participation in the NTA China Inbound Program.

**Section 1 - General Information**

Company Name: \_\_\_\_\_  
Primary Contact: Mr. Ms. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Toll Free: \_\_\_\_\_ Fax: \_\_\_\_\_  
Web Address: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_  
Physical Address, if different: \_\_\_\_\_  
Name(s) of Applicant's CEO/Owner: \_\_\_\_\_  
E-mail address for CEO/Owner: \_\_\_\_\_  
Nature of business/ company description: \_\_\_\_\_

If the Applicant conducts business and desires its NTA membership under an assumed name or identity other than the one above, please list below the name(s) and address(es) of all assumed names and other identities. Indicate the nature of business conducted for each, and attach a duly filed assumed name certificate for all (in states where required).

Applicant is:  For-profit Organization  Non-profit Organization  
Applicant is:  Sole Proprietorship  General Partnership  Limited Partnership  Corporation  
 Limited Liability Company or Partnership  Other, please specify: \_\_\_\_\_

List State/Province/Country of Organization of Registrant: \_\_\_\_\_

Registrant is currently a tour operator member of the National Tour Association  Yes  No

***If yes, proceed to Section 3.***

**Section 2 - General NTA Membership Requirements and Standards**

Registrant commits to comply with the following general requirements and standards by checking the boxes:

- Registrant shall actively engage in the business of conducting or arranging packaged travel (multiple component travel that is promoted and sold for an inclusive price) on a for-profit basis (Include company brochure, tour itinerary or Web site address).
- Registrant shall be in compliance with all laws, rules and regulations and is duly qualified and licensed to do business in each jurisdiction that requires such qualification or licensing.
- Registrant shall be directly, legally and economically responsible to each tour participant for each component/element/aspect of the group tourist travel occurring in the US.
- Registrant shall maintain comprehensive general public liability insurance coverage with minimum limits of \$1,000,000 (US) for each occurrence with a reputable insurance underwriting company. **(Provide certificate of insurance evidencing this insurance and showing NTA as a certificate holder)**

- Registrant, no owner(s) of Registrant, and no member of Registrant’s senior management team shall have been convicted of a felony, nor have been the subject of a pending criminal felony allegation, nor have filed, or had filed against it, him or her, as the case may be, a petition under federal bankruptcy laws or any state or province insolvency laws during the five (5) years immediately preceding the date of registration.

And any **ONE** of the following options:

- Registrant shall maintain professional liability, errors and omissions insurance with minimum limits of \$1,000,000 US with a reputable insurance underwriting company. **(Provide certificate of insurance evidencing this insurance, showing NTA as a certificate holder)**
- Registrant shall maintain hired/non-owned auto/motorcoach liability insurance with minimum limits of \$1,000,000 US with a reputable insurance underwriting company. **(Provide certificate of insurance evidencing this insurance, showing NTA as a certificate holder)**
- Registrant shall have a minimum of three years in business as a tour operator. Date founded: \_\_\_\_\_.
- Registrant shall maintain and use a program for the escrow of consumer deposits and prepayments **(Provide NTA with a completed “Certification of Escrow of Funds to NTA” form available on www.NTAonline.com).**
- Registrant shall maintain ISO 9001:2000 certification **(Provide a copy of the certification to NTA).**
- Registrant shall provide each and every traveler/participant with comprehensive travel protection insurance (i.e. trip cancellation and trip interruption insurance), underwritten by a reputable insurance company.

### Section 3 - Specific Requirements for China Inbound Program Registered Tour Operators

Registrant commits to comply with the following specific China Inbound Program requirements and standards by checking the boxes:

- Registrant shall be in strict accord with the itinerary and that any changes to the itinerary shall be approved by the traveler/participant and/or his/her travel agent.
- Itineraries and pricing information of Registrant shall be confirmed in Mandarin Chinese and in English.
- Registrant shall have a professional guide fluent in Mandarin.
- Registrant shall participate in NTA’s Informal Dispute Resolution Program for any marketplace disputes between Registrant and a traveler/participant and/or his/her travel agent, upon the request of any such traveler/participant and/or his/her travel agent.
- Registrant shall be currently able to meet its financial obligations; and has no reasonable expectation that it will not be able to meet its financial obligations or become financially insolvent during the 12 months following the date this registration is filed.
- No aspect of the itinerary of Registrant shall be misrepresented and the location and quality of lodging shall be accurately portrayed in tour advertising and confirmations.
- Registrant shall utilize suppliers and contractors for Registrant that are sufficiently licensed, maintain up-to-date registration and insurance and which are in compliance with applicable laws, rules and regulations relevant to their tour function.
- Registrant shall review crash data, safety ratings and safety records of motorcoach subcontractors utilized for Registrant. Registrant shall utilize motorcoach subcontractors properly licensed in the state(s) of operation for Registrant and which are in compliance with applicable laws, rules and regulations.
- Shopping opportunities for participants of Registrant shall be conducted without coercion at reputable shopping facilities, with quality products, with the greatest care for visitor safety and well-being.
- Registrant shall participate in educational programming in order to keep abreast of current issues and trends.

### NTA Membership and China Inbound Program Term and Payment Authorization

Membership & Program Term	Membership Expiration	Fee
Annual for NTA Membership	Feb. 28, 2017	US \$495
Annual China Inbound Program Fee*	Feb. 28, 2017	US \$400 (NTA members only)
Faith Travel Association Add-on	Feb. 28, 2017	US \$99

**Membership dues and China Inbound Program fee amounts listed above are valid for 2016. Total Amount Due US \$895**

\*Required for China Inbound Program registered operators. The Program Fee for registered operators is not refundable upon acceptance into the program. The fee is not pro-rated and due annually upon renewal. Failure to pay the program fee within 30 days of expiration will result in automatic termination from the registered China Inbound Program. Terminated companies are not eligible for a refund of Program Fees.

**Faith Travel Association contact if different than NTA contact on Page 1:**

oMr. oMs. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

**Method of Payment**

Check or money order made payable to NTA is enclosed.  Wire Transfer  
 Charge this membership and program fee to my (select one):  American Express  Discover  MasterCard  Visa  
Card Number: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_ Name on Card: \_\_\_\_\_  
Billing address for credit card: \_\_\_\_\_ City: \_\_\_\_\_  
State/Province, Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Security Code: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**NTA Code of Ethics and Professional Responsibility**

NTA's Code of Ethics consists of the following general codes. Each general code has several specific sub-sections. The entire Code of Ethics can be found on [www.NTAonline.com](http://www.NTAonline.com).

Preamble: NTA's Code of Ethics and Professional Responsibility is established to guide its members in their relationship to one another and in providing professional and courteous quality services to the traveling public.

**An NTA Member Shall:**

- Be guided in all professional and personal activities by truth, accuracy, honesty, fairness and integrity.
- Exercise truth, integrity and fair dealings with his/her/its customers and/or consumers.
- Promote public confidence in NTA.
- Keep informed on the latest techniques, developments and knowledge pertinent to the packaged travel industry.

**Authorization**

Applicant declares that the statements contained in this application are true and correct and the applicant acknowledges that knowingly giving misinformation or false information is to commit fraud, which is in direct conflict with the NTA Code of Ethics and Professional Responsibility. By signing this application, Applicant agrees to abide by the NTA Code of Ethics and Professional Responsibility, and Applicant understands that Applicant can use the NTA logo solely for the Applicant identified herein.

\_\_\_\_\_  
Signature of Authorized Representative of Applicant Title  
\_\_\_\_\_  
Printed Name Date

**Return completed application and payment to:**

**NTA Attn: Member Sales Department**  
101 Prosperous Place • Suite 350  
Lexington, KY 40509  
800.682.8886 (USA and Canada) • +1.859.264.6540  
+1.859.264.6570 fax  
[www.NTAonline.com](http://www.NTAonline.com)