



## **Rules and Regulations for ATTA Membership**

### **(An interpretation of the Application Form in English)**

#### **Introduction**

There are three categories of normal ATTA Membership as stated in its charter/Constitution:

- Full Member (called an 'active' membership)
- Associate Member (called 'allied' membership)
- Honorary Member

**Full Membership** is restricted to the staff employed by of Tour and Travel Companies, which includes all the privileges such as participation in 'FAM' Trips etc.

**Associate Membership** is for staff employed in hotels , Insurance and similar types of companies and organisations. The latter imposes restrictions on some of the privileges applicable to the 'Full Membership' Category

**Honorary Membership** is reserved for individuals such as VIPs and VIPs and those that have rendered special services to ATTA etc This category can only be proposed and authorized by the Committee

#### **Application to be a Member**

Persons who would like to apply for membership with ATTA must contact the ATTA Secretariat with the completed application form signed by the responsible person and the company's seal. There must be 2 ordinary members to act as guarantors, who have been members of ATTA for at least 1 year. The application must also have their signatures and company seals, and be submitted with the following documentation:

##### **1. Requirements for a Full Membership (Active) application are as follows:**

- Copy of the business registration certificate.
- Value-added tax card (P.P.01 or P.P.20).
- Copy of the certification from the Department of Trade Registration, Ministry of commerce, Bangkok (for a period not less than 6 months).
- In the case of the enterprise of the applicant has a foreign national as the executive, then a copy of his/her Work Permit must also be attached.
- Copy of the name list of all shareholders.
- Photo of the name of the company as well as the interior of the office (1 photo each)
- An authentic sample of a Catalogue or Brochure showing the Company's Products
- Tour Business Licence from the Tourism Authority of Thailand or the Office of Tourism Development ( if a tour company).

- Example of the signature of the applicant as well as that of the person who holds Power of Attorney, and the company seal.
- Copy of the Thai Identification Card and House Registration of the Managing Director
- 2 coloured 2" photos of the Managing Director

**2. Requirements for Associate Membership (Allied) application are as follows:**

- All the items listed above, except that:
  - (i) Membership of the TAT – NOT required
  - (ii) Work permits for Company Staff – NOT required to be produced

**1.Procedures for Payment – application made from January to June**

<b>Detail</b>	<b>Active</b>	<b>Allied</b>
Entrance Fee	3,000.-	2,000.-
Annual Subscription Fee	2,000.-	2,000.-
Annual Luncheon Fee	2,400.-	2,400.-
VAT 7%	518.-	448.-
<b>Total Baht</b>	<b>7,918.-</b>	<b>6,848.-</b>

**2.Procedure for Payment – application made from July to December**

<b>Detail</b>	<b>Active</b>	<b>Allied</b>
Entrance Fee	3,000.-	2,000.-
Annual Subscription Fee	1,000.-	1,000.-
Annual Luncheon Fee	1,200.-	1,200.-
<b>Total Baht</b>	<b>5,564.-</b>	<b>4,494.-</b>