

Conditions for empanelment as a Travel Agent:

1) The agency should be in profession for at least 3 years.

(Copy of registration certificate must be enclosed)

2) Annual Turnover should be up to Rs 10 lacs in the last three financial years.

(Attach balance sheet for 3 years)

3) The agency should be on the approved panel of at least 3 reputed firms from Mumbai out of which at least one should be Public Sector or Government undertaking.

4) The agency should have at least 200 sq feet area of operation.

5) The agency should have registration with state and local authorities for undertaking the profession.

(copies of state registration & BMC license to be enclosed)

6) The agency should pass a certificate issued by railway/ IRCTC/Airline authorities for carrying out the business.



LIFE INSURANCE CORPORATION OF INDIA
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QUESTIONNAIRE FOR TRAVEL AGENT

PART I: GENERAL INFORMATION

1) Name of the Travel Agency

(in block letters) :

2) Date of Establishment / Incorporation :

3) Address and Telephone No :

4) Address of Office (If Separate)

And Telephone No

5) Status: Whether Partnership/

Private Limited Company /

Public Limited Company :

6) Names of the Partners / Directors :

7) Name of Chief Executive with

his present address and Telephone No :

8) Name of Representative (s)

indicating Designation who would be
calling on us and attending to our jobs :

9) Name of Bankers with addresses

And telephone numbers

10) Whether holding certificate under

Shop and Establishment Act, duly renewed
(copy to be enclosed)

11) State the latest Income Tax

assessed year and the amount of tax
assessed
(copies of last 3 years IT Returns,
balance sheet & Revenue A/c to be enclosed)

12) Are you agreeable to make

Deliveries of tickets to Corporations
office within and out of Mumbai when
so directed?

13) Are you agreeable to abide

strictly by the Terms and Conditions
of the Tenders and Contracts

14) Area occupied by the office:

15) Weekly Holidays

16) Are you on the panel of other LIC offices?

If yes, give name & address of the office &

state the duration of Empanelment :

17) Name, Address and Telephone No of

Some of your most valued clients:

18) Mention any other specialties of your Establishment:

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it on to the form.

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association
in case of company.
- 6) Copy of certificate issued by Railway/IRCTC/Airlines.