

Association of Uganda Tour Operators (AUTO)

P.O. Box 73371, Kampala, Uganda

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

Email: admin@ugandatouoperators.org | automembers2016@gmail.com

Website: www.ugandatouoperators.org



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 with at least Two (2) shareholders, 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 to ascertain if your organization and business premises can be considered to be of a sufficiently high standard befitting a professional tour operator.
- A non-refundable fee of UGX 100,000 will be paid prior to the inspection on the AUTO bank account and a proof of payment delivered to the secretariat when submitting your application.
- If you pass the inspection, a joining fee of UGX 100,000 and an annual subscription fee of UGX 600,000 or 750,000 for Associate and Full membership respectively shall be paid not more than 12 months after receiving an acceptance note from the AUTO secretariat.
- **Please ensure that all information is provided correctly and in full as failure to do so may result in your application being rejected.**
- **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	Tel	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

--

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 from the AUTO secretariat.

NOTE: AUTO follows a calendar year (January to December) you will be required to renew your subscription in January each year!

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: UGX 100,000 paid?	
Membership Subscription: paid? Full Member - UGX 750,000 Associate Member / Startups - UGX 600,000	