**Guidelines for**

**Travel & Tourism Excellence Awards 2019**

**Section 3: Application Form**





# **Application** Form

The information should be submitted in the prescribed format only. Information given in any other format shall not be considered for evaluation.

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| **Application form for Travel & Tourism Excellence Awards** |
| **Section 1: General Information** |
| **S.No.** | **General Information**  | **Response by applicants** |
| 1 | Category applied for  |  |
| 2 | Name of the Company  |  |
| 3 | Registered address of the company |  |
| 4 | Year of establishment  |  |
| 5 | Name and designation of authorised representative  |  |
| 6 | Contact Details of authorised representative  | Phone: |
| Email: |
| 7 | Website |  |
| In the below section kindly provide the information as per the eligibility parameters of each award.Please note that participants are required to apply separately for each category. |
| **Section 2: Evaluation parameters** |
| **S.No.** | **Evaluation Parameters**  | **Response by applicants** |
| **Stage 1 Parameters** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| **Stage 2 Parameters**  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| **Section 3: Additional Information**  |
| 1 | Brief of the company in about 200 words  |  |
| 2 | Marketing brochure, if any |  |
| 3 | High-resolution images or short video clips |  |
| 4 | Any other relevant information |  |
| **Certification:** |
| This is to certify that the information provided in the form is best of my knowledge and correct, I understand that any wilful misstatement described herein may lead to my disqualification or dismissal from the awards.Signature of authorised representative Date & Place:Name and Designation of authorised representative  |

**Please Note: Kindly refer to Section 2: “*Award Categories and Evaluation Parameters”* for evaluation criteria regarding Stage 1 and Stage 2 Parameters of different award categories.**

**The file has been uploaded on award website under the tab of Guidelines**

**Link:** <http://ficcitraveltourismawards.com/guidelines.html>

# List of Documents

Participants are required to provide the necessary documents, information, data, etc. for the validation/ verification of the information provided by the participants in the Application form. A suggestive list of documents, information, etc., whichever applicable, is listed below:

* Certificate of registration indicating recognition / approval / renewal granted by the concerned authority
* Certified CA turnover/ revenue certificate/ Foreign Exchange Earnings of the previous years. Service providers can incorporate in their financial documents the turnover of their subsidiary companies also, provided they own 50% or more of the stock / shares of such subsidiaries.
* Certificates for Award/ Recognition/ Accreditation won/ received
* Details of Occupancy Rates/ Tourist Arrivals/Number of guests handled in the previous years’ conforming to the judging criteria as specified above
* Details of services and facilities/ customer review and complaint response system conforming to the judging criteria as specified above
* Details and write-up for specific information on special initiatives taken conforming to the judging criteria as specified above
* An experience certificate for applying for skill based award categories.

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