

## MINIMUM REQUIREMENTS

**TO BECOME A MEMBER OF THE TOUR OPERATORS ASSOCIATION OF PNG, YOU MUST HAVE COMPLETED THE MINIMUM REQUIREMENTS & FURNISH THE RELEVANT DOCUMENTATION AS STATED BELOW:**

- Copy of public liability cover and or a Disclaimer
- Copy of IPA certificate of registration
- Permanent address, phone, fax, email and website address (refer Requirements for Linkage).
- Must have a reliable tour vehicle, equipment list and safety procedures
- Must have minimum of 2 trained tour guides
- Copy of details of directors and shareholders (Company Profile)
- Must specify type of tours

### **SUBMIT DULY FILLED APPLICATION FORM WITH:**

1. Copies of all the documents listed above
2. Copy of payment/deposit slip

All application forms submitted are given to the **Executive Committee** to be screened. Only accepted applicants will be given membership certificate with a membership number.

If your membership is not approved by the committee you will be given further 3-6 months to complete all requirements before you are given a membership certificate and number.

### **Requirements for Linkage**

The requirements are set in order to protect the Associations and its members and to maintain the integrity of the TOAPNG website as the leading source of information for **Tour Operations** in Papua New Guinea.

1. The operator must meet the **Minimum Requirements** set by the TOAPNG
2. The operator requesting to be linked should have a World Wide Web (www) presence. Should already be on internet
3. The website must contain a most recent contact detail where the Operators can be contacted. The following is a **MUST** and has to be included in your contacts;
  - a. Office Location
  - b. Postal Address
  - c. Phone and Fax

d. Email Address

4. The website must be updated occasionally so as to avoid providing outdated information to customers
5. For use of logos and pictures/images refer USE OF LOGOS and USE OF PICTURES/IMAGES below.

## USE OF LOGOS

To avoid any misrepresentation, associations and affiliated members are to adhere to rules set below in reference to use of corporate logos.

- Only affiliated members will use logos of associations with which they are affiliated to hence TOAPNG members use TOAPNG logo, PNGTIA members use PNGTIA logo etc but within reason and that permission is sort prior to use.
- TPA Logo will only be used by associations that are funded by TPA such as PNGTIA, TOAPNG, SAPNG and PNGDA.
- In cases where TPA or any of the associations above are a sponsor, the logos will be used for that purpose only e.g. PNG Game Fishing Association, which TPA supports for hosting National Game Fishing Titles at nominated Game Fishing Clubs in the country.

## USE OF PICTURES/IMAGES

To avoid breach of copyright laws, associations and affiliated members are to adhere to rules set below in reference to use of pictures and images.

- Pictures/images used on all forms of media (print, TV, brochures, internet etc) for promotion, marketing and awareness purposes should be **authentic** and must belong to you
- In cases where pictures used belong to TPA, associations or other members must *always* sort consent or permission in writing before using the picture/image
- In cases where pictures used belong to independent artists and photographers *always* sort consent or permission in writing prior to use

To read up more on copyright laws contact the Copyright Officer on 321 3900 or fax 321 5155 at Intellectual Property Office of PNG (IPOPNG).