

-----  
-----  
-----  
-----

To,  
The Managing Director,  
F.D.C.M. Ltd.,  
Plot No.12, Rawel Plaza,  
Kadbi Chowk, Kamptee Road,  
Nagpur – 440 016.

Subject: Request for appointment of Travel Agent/ Tour Operator

Sir,

I/ We, have read the terms and conditions prescribed for appointment of Travel Agent/ Tour Operator of the FDCM Ltd. for accepting booking of Ecotourism Complexes and package tours proposed to be organized by the FDCM Ltd. carefully and understood before submitting this application and I/ We agree to abide by Rules and terms and conditions contained in the agreement format.

The required information relating to my/ our establishment is furnished as given below.

1. Name and address :
  
2. The Constitution : Whether
  - a) Proprietary :
  - b) Partnership :
  - c) Pvt.Ltd.Company or :
  - d) Public Ltd., Company :
  - e) Any other: Pl. Specify :
3. Experience of Establishment in
  - a) Running Tour Operator/ Travel Agency/ Booking Agency.
  - b) Managing any other tourism facility (give details/ locations, etc.)
  - c) Managing any other business (give details)
  - d) GST Registration No. -----

The details of my/ our Establishment in terms of capacity, turnover, profit etc. are as below:

<b>Sr. No.</b>	<b>Nature of Business</b>	<b>Grade</b>	<b>No. of Units</b>	<b>No. of Employees</b>	<b>Turnover</b>	<b>Net Profit</b>
1.	Travel Agent/ Tour Operator					
2.	Any other Business					

As required, the following documents

- a) Demand Draft of Rs. 10,000/- drawn on ----- Bank (Nationalized Bank) and payable in favour of F.D.C.M. Ltd., at Nagpur towards Security Deposit.
- b) Audited Profit and Loss Account and Balance Sheets of my/ our Establishment for the last three years.
- c) No Default Certificate from my/ our bank/ Financial Institution, along with Solvency Certificate.
- d) Latest copy of assessment order of income –tax and of wealth –tax, if any.
- e) Agreement duly completed in all respects, typed duly initialed on each page and signed on stamp paper of Rs. 100/- (Original and two Xerox copies.)
- f) Forwarding letter on Company's letterhead.
- g) Xerox of the Pan Card.
- h) Shop Registration Certificate.
- i) Photographs of the Shop.
- j) Xerox of the GST Registration Certificate.

Thanking you,

Yours faithfully,

**(Signature)**

Signature of Applicant with name and  
Designation wherever applicable.

Place :

Date :