



**TO ALL TOUR OPERATORS MEMBERS OF ACTA**

**FROM SECRETARIAT**

**SUBJECT RENEWAL OF LETTER OF QUARANTEE OR INSURANCE BASED ON THE PACKAGE TRAVEL, HOLIDAYS AND TOURS LAW 51(1)/98**

**Very Important**

**PROCEDURE OF DEPOSITING THE LETTER OF QUARANTEE OR INSURANCE IN FAVOUR OF ACTA**

1. Please ask your auditors to certify as paragraph (a) of section 4 of article 18 of the law 51(1)/98. A sample of the auditor's certificate is enclosed. If your auditors have any doubt about it, they can call us for clarifications. **Please note, that Tour Operators organizing school excursions must include the turnover of these excursions to their annual turnover.** For this reason, you **must** give instructions to your external auditors to include the school excursions' turnover to your annual one **without taking into consideration the cost of the airline tickets.**
2. **We clarify that in the case of school excursions of private schools organized by Cypriot Tour Operators, the cost of the airline tickets must necessarily be included in the estimation of the turnover, as the organizers do not submit any additional guarantee or insurance for these excursions, as requested in the case of the excursions organized by the Ministry of Education and Culture.**
3. Please send to the secretariat of the Association a letter, **not later than 15 days** before the expiry date of your valid bond-guarantee, asking the approval of the issue of the new bond-guarantee.
4. **All** relative documents, i.e. **your original letter** (enclosed A), **the original certificate from your auditors** (enclosed B) and copies of the guarantees you have in favour of the CTO, must be sent to our offices **5 working days prior to the expiry date** of your current ACTA guarantee / insurance, in order for the secretariat to examine them in time.
5. Please note that **you will not** proceed in issuing a guarantee / insurance, before you have the approval of the Association according to section (5) of the article 18 of the Law 51(1)/98.
6. We kindly ask any member submitting a guarantee / insurance application to ACTA **for the first time**, for a Tour Operator's licence, to get in touch with the secretariat in order to be informed of the right procedure.

7. The Association's secretariat will examine applications and will give authorization for issuing a guarantee / insurance, **only if applications are accompanied by the relevant cheque in favour of ACTA**, for the administration expenses of the Association, which are as follows:

Bond up to	€100.000	€200 + ΦΠΑ 19% = €238
From	€100.001-200.000	€250 + VAT 19% = €297.50
From	€200.001-300.000	€350 + VAT 19% = €416.50
From	€300.001-400.000	€500 + VAT 19% = €595
From	€400.001- and up	€600 + VAT 19% = €714

As soon as the relative deposit is received, ACTA will send an approval letter with the relative receipt and a paid invoice.

In case you have not paid prior to the expiry date of your bond, your membership fees for the **current year**, you must also enclose a cheque for the payment of your membership fees.

8. The secretariat will examine all documents submitted certified by your auditors and will **immediately** proceed with the approval or the suggestion for the amendment of the guarantee / insurance amount.
9. Immediately after receiving the relative letter by the Association, you will **immediately** proceed with the issue of the guarantee / insurance having ACTA as beneficiary and you will have to send the original bond to the secretariat the latest at the expiry date of your current bond.

We kindly ask you to **follow carefully** all above instructions, procedures and time limits in order to avoid unnecessary problems. Unfortunately our last ten year's experience, proves that **not all** Tour Operators comply with the above procedures and as a consequence, administration costs have risen in high levels and the secretariats' time involvement in this activity has enormously increased as well.

### **ENCLOSED**

For your help we enclose samples of:

1. The Letter that **you must send** to ACTA which have to be written on **your** letterhead (**Encl.A**).
2. The certification of your auditors which must be prepared on their letterhead (**Encl.B**).
3. The wording of the letter guarantee / insurance sample issued by your bank in favour of ACTA (**Encl.C**).

Sincerely yours,

Yiannis Michaelides  
Director General

**MEMBER OF:**



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