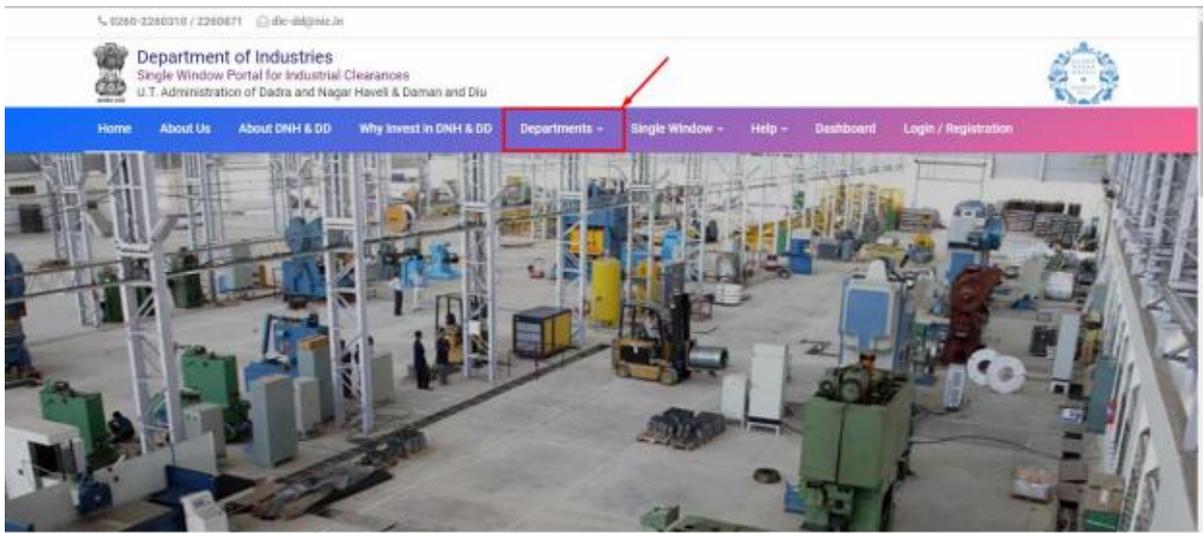


New Travel Agency Registration

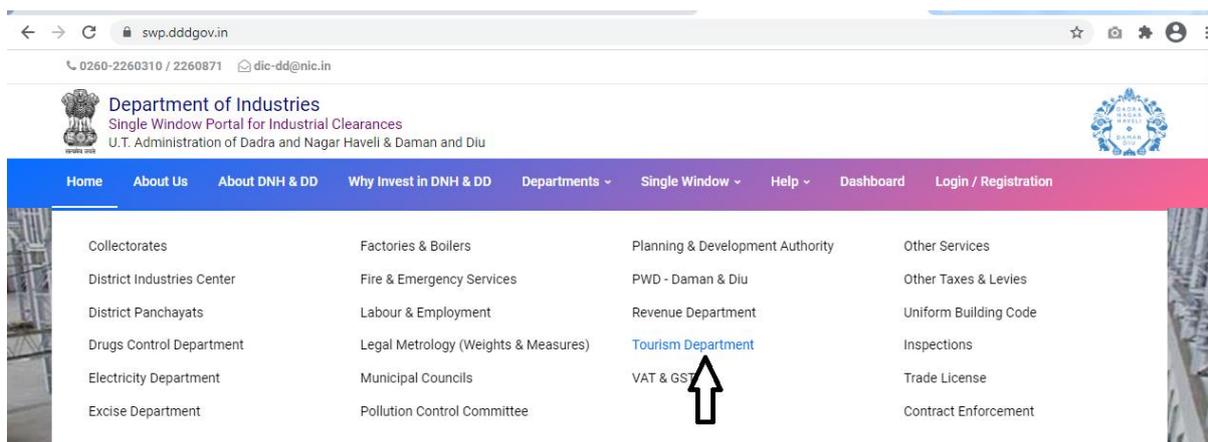
1	Name of Approval / NoC/ Licence/ Registration	New Travel Agency Registration
2	Competent Authority	Director (Tourism), DNH & DD
3	Applicability Criteria	To all investors intending to be register their travel agency in the UT of DNH &DD
4	Stage	Post-Establishment
5	SLA/ Number of Days	21 Days
6	Documents Required	Required documents: 1. Registration of firm/company (Issued by Municipality or Concerned Panchayat)
7	Form Submission	https://swp.dddgov.in/main#travelagent
8	Procedure for getting license	Step 1. The applicant submits the application in the prescribed format to the department with all the necessary documents. Step 2. The authority examines the application and the documents. Step 3. The authority inspects the site of the firm mentioned in the application for verification. Step 4. If approved, the license to run travel agency is issued.
9	Fee & Mode of Payment	Fees: 1. Rs. 500/- Mode of Payment: Demand draft

User Guide for online application for Registration of Travel agency under Daman & Diu Tourist Trade Act .

1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Tourism Department from the menu.



- From the Department's page, click on "Click here" button beside the name of the service "Travel Agency registration Form".

Tourism Department

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Hotel & Home stay/Bed & Breakfast registration Form	Click Here	Tourism Department	21 Days	View	Director (Tourism)	Secretary (Tourism)	
2	Hotel & Home stay/Bed & Breakfast registration Renewal Form	Click Here	Tourism Department	21 Days	View	Director (Tourism)	Secretary (Tourism)	
3	Travel Agent Registration Form	Click Here	Tourism Department	21 Days	View	Director (Tourism)	Secretary (Tourism)	
4	Travel Agency Form - Renewal	Click Here	Tourism Department	21 Days	View	Director (Tourism)	Secretary (Tourism)	
5	Tourism Event - Performance License	Click Here	Tourism Department	21 Days	View	Director (Tourism)	Secretary (Tourism)	

Sr. No.	SRAP-2020 Reforms	SRAP-2020 Reform No.	Action
1	Online dashboard available in public domain	37	View

- Enter your mobile number and the pin which was generated on your mobile number to login.

Single Window Portal for Industrial Clearances
U.T. Administration of Dadra Nagar Haveli & Daman and Diu

Login into your account!

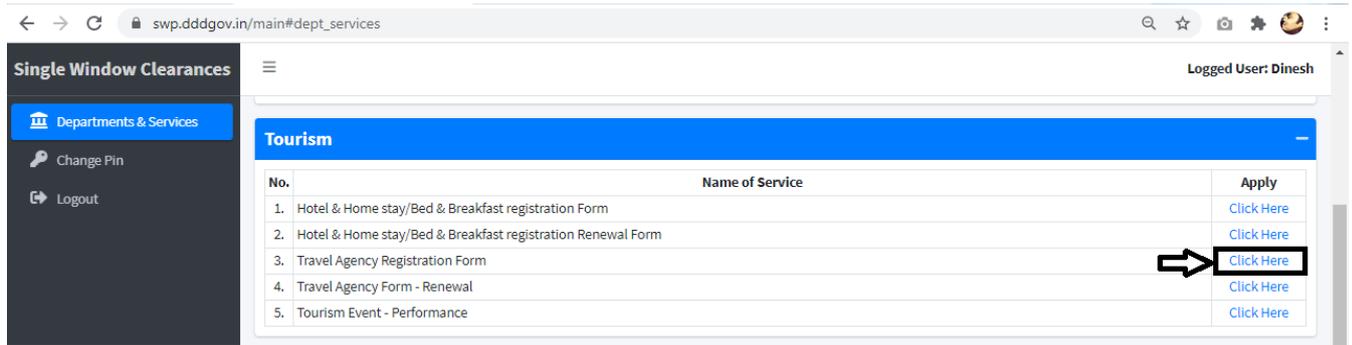
Mobile Number
8347435433

Pin [Forgot Pin ? Click Here.](#)

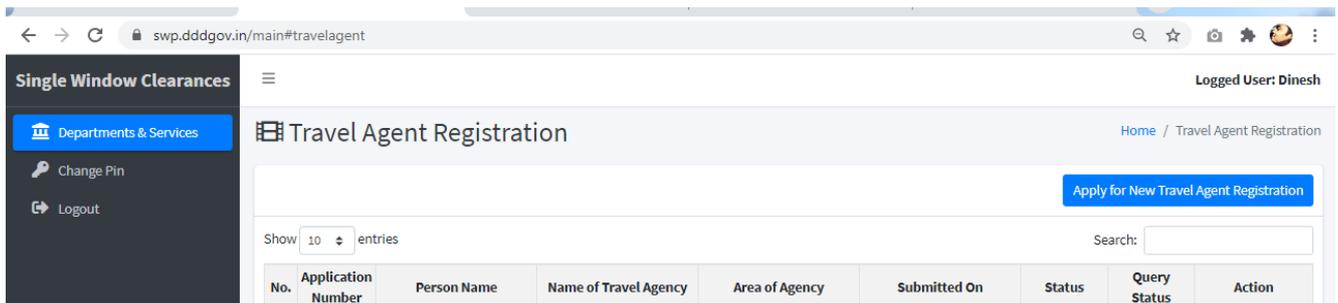
[Login](#) [Back to Home](#)

Don't have an account? [Registration](#)

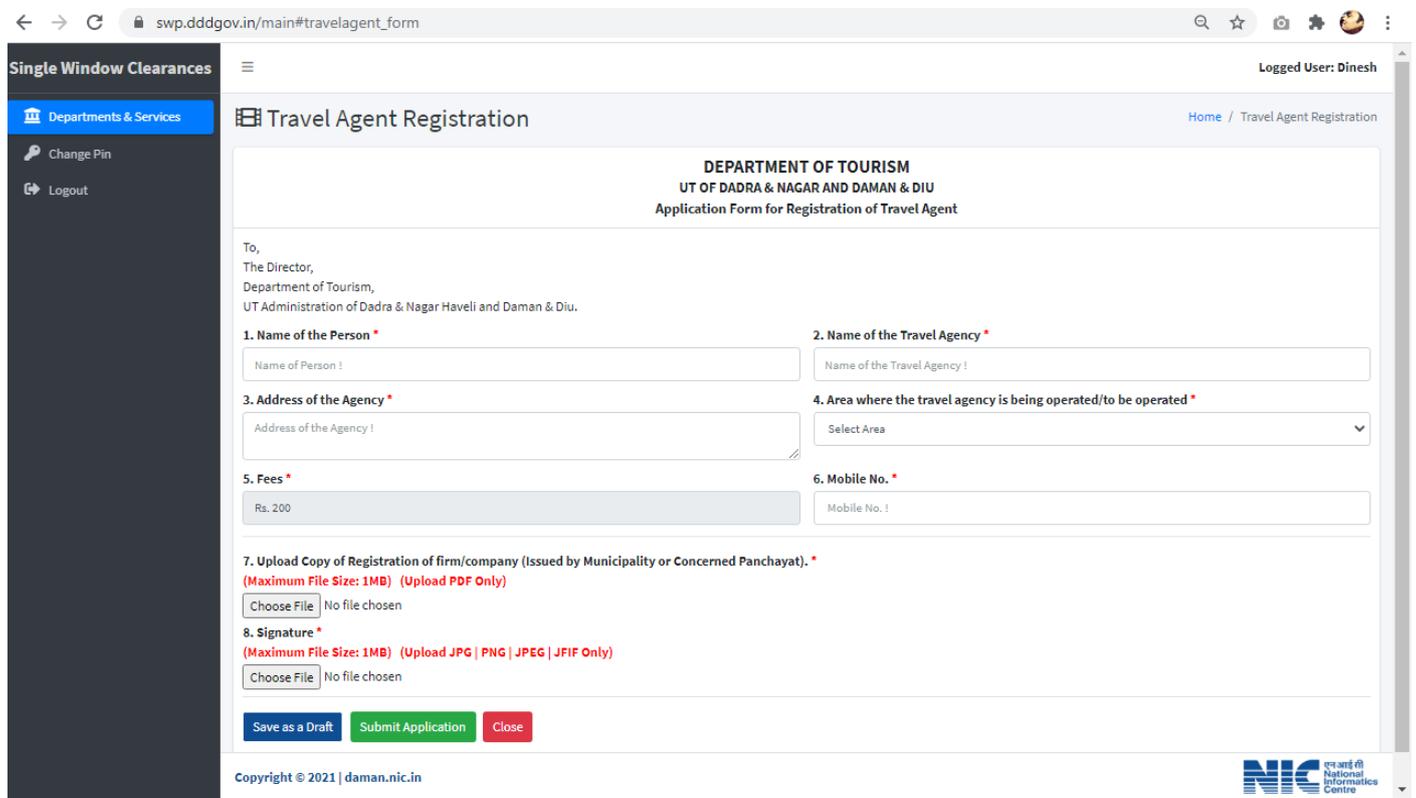
5. After logging in, click on Department & Services and scroll down to the services of Tourism Department. Click on the button “click here” besides the “Hotel & Home stay/Bed & Breakfast registration Form” service.



6. Click on the “Apply for New Travel Agency registration” button.



7. Fill the entire form and then click on submit button at the bottom of the form.



8. After clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

Single Window Clearances

Departments & Services

Change Pin

Logout

Travel Agent Registration

Apply for New Travel Agent Registration

Show 10 entries

No.	Application Number	Person Name	Name of Travel Agency	Area of Agency	Submitted On	Status	Query Status	Action
1	TA00009	Shreyas	Yatra Travels	Daman	30-01-2021	Application Submitted	-	View Form

9. Click on "Form" to view your submitted application.

Form

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DEPARTMENT OF TOURISM
UT OF DADRA & NAGAR AND DAMAN & DIU
Application Form for Registration of a Travel Agent

Dated : 30-01-2021

To,
The Director,
Department of Tourism,
UT Administration of Dadra & Nagar Haveli and Daman & Diu.

Subject: Request to issue the certificate of registration of travel agent.

Respected Sir,

I, Shreyas, would like to kindly request you to issue the certificate of registration of Travel Agent under the Goa, Daman & Diu Registration of Tourist Trade Act 1982 to operate as a travel agent. The details of my firm are as under :-

(a)	Name of the Travel Agency	Yatra Travels
(b)	Address of the Agency	Nani Daman
(c)	Area where the Travel agency is operating	Daman
(d)	Fees	Rs. 200

10. After the department approves your application, the option to "pay your fees" will be displayed.

Single Window Clearances

Departments & Services

Change Pin

Logout

Travel Agent Registration

Apply for New Travel Agent Registration

Show 10 entries

No.	Application Number	Person Name	Name of Travel Agency	Area of Agency	Submitted On	Status	Query Status	Action
1	TA00009	Shreyas	Yatra Travels	Daman	30-01-2021	Pay at Office	-	View Form Payment Requested Pay Your Fees

11. Choose your preferred mode of payment and click on “submit”.

Single Window Clearances

Departments & Services

Change Pin

Logout

Travel Agent Registration

Apply for New Travel Agent Registration

Show 10 entries

No.	Application Number	Person Name	Name of Travel Agency	Area of Agency	Submitted On	Status	Query Status	Action
1	TA00009	Shreyas			30-01-2021	Pay at Office	-	
2	TA00002	Ashok kumar			24-12-2020	Approved	-	
3	TA00001	Bharat			23-12-2020	Approved	-	

Showing 1 to 3 of 3 entries

Pay Your Fees

Complete Address of Registered Office *

Nani Daman

Payment Type *

Demand Draft (DD)

Pay at Office

NEFT/RTGS/INB

Upload Demand Draft (DD) * (Maximum File Size: 2MB)

Choose File Test.pdf

Submit Close

12. After the payment is approved from the department, the “Download Certificate” button shall be visible.

Single Window Clearances

Departments & Services

Change Pin

Logout

Travel Agent Registration

Apply for New Travel Agent Registration

Show 10 entries

No.	Application Number	Person Name	Name of Travel Agency	Area of Agency	Submitted On	Status	Query Status	Action
1	TA00009	Shreyas	Yatra Travels	Daman	30-01-2021	Approved	-	View Form Payment Requested Pay Your Fees Download Certificate

13. The applicant can download the Registration License for Hotel/Bed & Breakfast or Homestay by clicking the above mentioned button.

Form-V

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U.T. Administration of
Dadra and Nagar Haveli and Daman and Diu
Department of Tourism
Daman and Diu

Form - V
(See Rule IV)

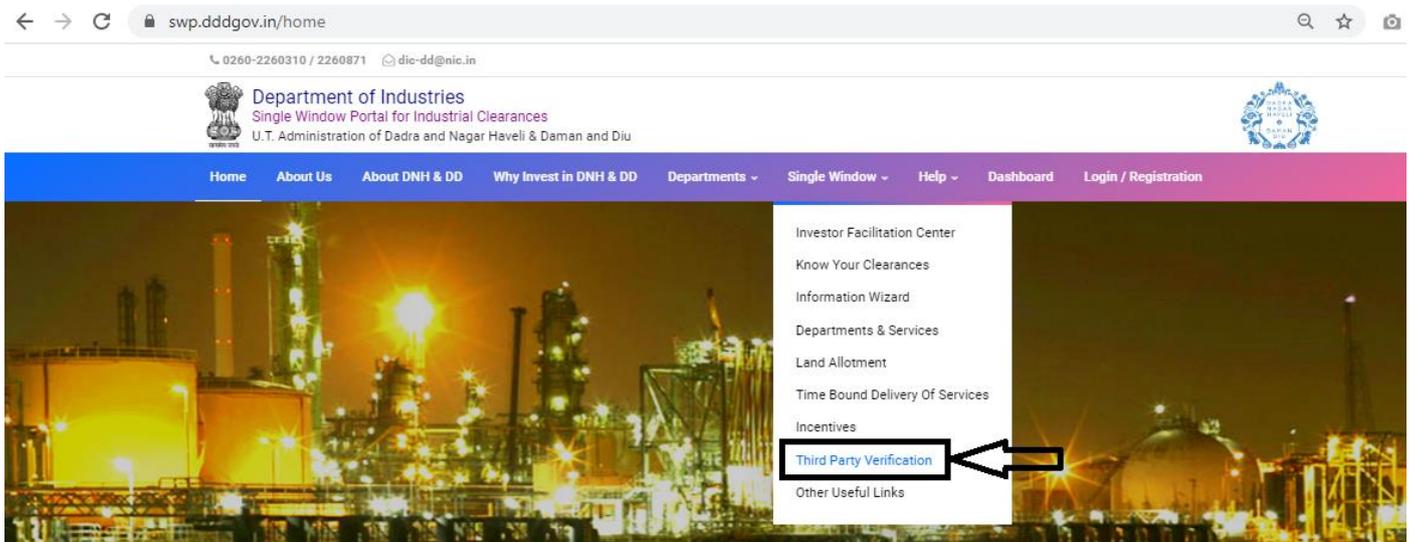
Registration No. : TESTING

CERTIFICATE OF REGISTRATION OF TRAVEL AGENT

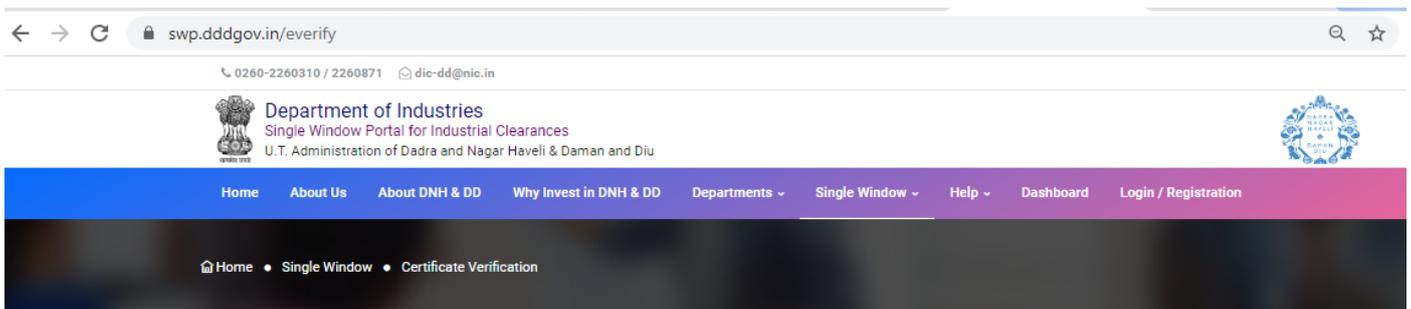
This is to certify that Yatra Travels has registered under the Goa, Daman & Diu Registration of Tourist Trade Act 1982 to operate the said travel agency, detailed as under :-

(a)	Name of the Travel Agency	Yatra Travels
(b)	Address of the Agency	Nani Daman
(c)	Area where the Travel agency is operating	Daman
(d)	This certificate is valid up to	01-01-2022

14. For Third Party Verification of the issued certificates, go to – swp.dddgov.in and click on “Single Winow” menu. Then click on “Third Party Verification”.



15. Enter the barcode/certificate number and click on “Verify”.



The form is titled 'Certificate Verification'. It contains a label 'Barcode / Certificate Number (9 Digit)' with a red error icon. Below the label is a text input field with the placeholder text 'Enter Barcode / Certificate Number'. A red error message 'Enter Proper 9 Digit Number !' is displayed below the input field. At the bottom of the form is a blue 'Verify' button.