



GROUP TOUR TRAVEL CHECKLIST

Tour booking reference: _____ Name of agency staff: _____

Terms & Conditions of Tour Package

- To ensure Name as per passport/Gender of Travelers/ Departure date/ Check-in Date (for flight departs after midnight) are in order
- Passport (Minimum **6 months** validity from trip return date, to submit passport details within 72 hours after booking)
- Visa requirements (Passengers' responsibility to ensure he/she travels with the appropriate documents and valid visas) if any / Visa procedures and approval are subject to embassy
- Price of tour Taxes & Fuel Surcharges (subject to change without prior notice)
- Special Requests (meals, room's requests etc) Accommodation Name or type Flight Details (subject to changes)
- Flight extensions / deviations (subject to availability, if not, to return with main group)
- No Amendment/ Extension/ Refund of air ticket is allowed once ticket issued **without prior notice**
(CTC Travel reserved the rights to issue all tickets after booking)
- Minimum deposit per person is as follows:

Deposit Amount / Per Person	Tour Fare / Per Person
\$500	Tour Fare below \$1800
\$1000	Tour Fare above \$1801
\$1500	Tour Fare above \$3000
Deposit 50% of Tour Fare	Tour Fare above \$10,000

- Tour confirmation (NATAS recommended guideline is 2 weeks prior departure of tour more than 6 days in duration)
- Cancellation & Amendment polices: -

Period of Cancellation Notice	Cancellation charge of Tour Booking based on per pax	Travel Fair/ Special Promo/ Chartered Flight Bookings
35 Days and above	Minimum \$500 or Cost of air-ktk whichever is higher	Full Deposit of booking is Forfeited or Cost of air-ktk whichever is higher
15 to 34 Days	50% of Tour Fare + Taxes	100% of Tour Fare + Taxes
08 to 14 Days	75% of Tour Fare + Taxes	100% of Tour Fare + Taxes
07 Days and less	100% of Tour Fare + Taxes	100% of Tour Fare + Taxes

- Tour transfer (If Promotional tour unable to materialize, current package promotion will not be applicable on your new transferred tour)
- Refund Policy (refund by mode of payment – for Credit Card refund it will take at least 4 – 6 weeks)
- Date of full payment (2-3 weeks before departure date, or during tour briefing, whichever is earlier) Pre departure Briefing
- Service Fee/Tipping is not included in all tour packages. Possible Optional Tour
- Actual sequence of itinerary is subject to change **without prior notice.**
- All tours are conducted in English except China, Vietnam, Japan, Korea & Taiwan Group Tours are conducted in Mandarin.
- Health / Fitness / Vaccination requirements (Must be fully vaccinated)
- Travel Insurance is not included in all tour packages. It is advisable to purchase Travel Insurance upon booking of tour.

Yes, I have read and fully understand the above information on behalf of all travelers that I have booked.
I have also agreed to the above Terms & Conditions.

Date of booking: _____ Name of customer: _____ Customer's signature: _____