



Courier: 307-3450 Uptown Blvd., Victoria, BC V8Z 0B9  
 Mail: PO Box 9244, Victoria, BC V8W 9J2  
 Email: operations@consumerprotectionbc.ca  
 Phone: 604.320.1664 Toll Free Phone: 1.888.564.9963  
 www.consumerprotectionbc.ca

Due to legibility issues, we can no longer accept fax submissions

**Travel Services Financial Report, Security Calculation, and Contribution to the Travel Assurance Fund**

Legal Name: \_\_\_\_\_  
 (Corporation/Partnership/Proprietorship)

Trade/dba names (if any): \_\_\_\_\_

Licence Number: \_\_\_\_\_

Section 12 and section 14 of the Travel Industry Regulation requires a licensee to submit annual financial statements and to provide security to the Director within 90 days of their fiscal year end. Section 17 of the Travel Industry Regulation requires a licensee to pay to the Travel Assurance Fund for each contribution period amounts to the fund within 90 days of their fiscal year end.

**FINANCIAL REPORT And CONTRIBUTION TO THE TRAVEL ASSURANCE FUND (TAF) ARE DUE WITHIN 90 DAYS OF YOUR FISCAL YEAR END.** See Note #8 for additional TAF instructions.

This report covers the most recent fiscal year end information from your financial statements and is to be submitted instead of financial statements. All sections must be completed, all pages submitted together and payment to the Travel Assurance Fund included.

**Licensees are strongly encouraged to use a qualified person to prepare their financial statements.** Financial statements must be prepared to Canadian standards of generally accepted accounting principles (GAAP) or the International Financial Reporting Standards (IFRS). If you are unsure of the necessary requirements or are unable to prepare statements to either of these standards, we suggest you have the statements prepared by an accounting professional. Travel Services Financial Reports that do not meet the requirements will be returned in its entirety as incomplete and not recorded as received. Subsequent submissions received after the filing due date will result in a late filing charge.

**Late Filing Charge:**

**Please send your submissions to us by the due date indicated on your financial report to avoid a late filing charge.** If you are not able to submit your documents in time due to extenuating circumstances, please let us know before the submission due date and we may be able to grant you an extension of up to 30 days. If you do not advise us before the submission due date, the late filing charge applies. If you wish to learn more about our late submission policy and procedures, please refer to: <https://www.consumerprotectionbc.ca/about-us/policies#submission>.

**1. The following financial information is in respect of the applicant's fiscal year ended .....(C) \_\_\_\_\_ / \_\_\_\_\_**  
 (YEAR) (MM) (DD)

(C) – the "fiscal year" is (usually) the 12-month period selected by the applicant for reporting its financial operations.

**2. The total gross sales from acting as a Travel Agent from all locations located in BC ..... (D) Current Year \$ \_\_\_\_\_**  
 (if the applicant did not act as a Travel Agent during the fiscal year, enter N/A for not applicable)  
**Previous Year \$ \_\_\_\_\_**

"Travel Agent" means a person who engages in the business or occupation of selling or otherwise providing to the public travel services supplied by another person (*that is to say, a person who acts only as an agent for a consumer in selling travel services to the consumer by purchasing or arranging the travel service in the name of the consumer directly*);

(D) – "total gross sales from acting as a Travel Agent from all locations located in BC" is the total amount of travel services sold by the applicant during its most recent fiscal year in BC. These services are valued at the transaction values or the cost of the sales to consumers but excludes applicable provincial and federal sales taxes. For example, assume a Travel Agent sold an air ticket to Toronto for a cost of \$1,000 plus \$120 for PST/GST for a total cost to the consumer of \$1,120. The airline charged the Travel Agent \$900 for the ticket as the cost of the sale. The total gross sales that must be reported for this transaction is \$1,000 – not \$100 (the commission only) and not \$1,120 (the total cost of the transaction, including PST/GST). The sale is reportable regardless of whether or not the Travel Agent receives the payment directly or passes the payment information to another Travel Agent, Travel Wholesaler, or supplier.

**3. The prescribed amount of security required dependent on total gross sales reported in (D) above .....(E) \$ \_\_\_\_\_**  
 (if the applicant did not operate as a Travel Agent during the fiscal year, enter N/A for not applicable)

(E) – the "prescribed amount of security required of an applicant for a Travel Agent" licence is dependent on the total gross sales of the applicant reported above in (D) which is then matched to the corresponding line in the schedule below. This security will be in addition to any security also required and reported below in (G) if the Travel Agent also acts as a Travel Wholesaler/Accommodation Provider;

<u>Total Travel Agent Sales</u>	<u>Security</u>
\$0 to \$4,999,999.99	\$15,000
\$5,000,000.00 to \$9,999,999.99	\$25,000
More than \$10,000,000	\$40,000

Legal Name: \_\_\_\_\_

Licence Number: \_\_\_\_\_

4. The total gross sales from acting as a Travel Wholesaler/Accommodation Provider from all locations in BC .....(F) Current Year \$ \_\_\_\_\_  
(if the applicant did not act as a Travel Wholesaler/Accommodation Provider during the fiscal year, enter N/A for not applicable)  
Previous Year \$ \_\_\_\_\_

“Travel Wholesaler” means a person who engages in the business or occupancy of

- purchasing or acquiring from another person rights to travel services for the purpose of resale (*that is to say, a person who buys travel service for its own inventory and in its name for subsequent or concurrent resale to a consumer and includes an accommodation provider*); **or**
- dealing with travel agents or other travel wholesalers for the sale of travel services supplied by another person (*that is to say, a person who sells travel services provided by another person to other travel agents or travel wholesalers*);

(F) – “total gross sales from acting as a Travel Wholesaler/Accommodation Provider from all locations located in BC” is the total amount of travel services sold by the applicant during its most recent fiscal year in BC and are valued at the transaction values or the cost of the sales to consumers but excludes applicable provincial and federal sales taxes. For example, assume a travel wholesaler buys a block of seats from an air carrier for \$850 per ticket for the purpose of resale and then resells one of the tickets to a consumer (or another Travel Agent or Travel Wholesaler) for \$1,000 plus \$120 for PST/GST for a total cost to the consumer of \$1,120. The total gross sales that must be reported for this transaction is \$1,000 – not \$150 (the gross profit only) and not \$1,120 (the total selling price of the transaction, including PST/GST). The sale is reportable regardless of whether or not the travel wholesaler receives the payment directly or passes the payment information to another Travel Agent, Travel Wholesaler or supplier.

5. The prescribed amount of security required in respect of Travel Wholesaler/Accommodation Provider sales reported in (F) above ..... (G) \$ \_\_\_\_\_  
(if the applicant did not operate as a Travel Wholesaler/Accommodation Provider during the fiscal year, enter N/A for not applicable)

(G) – the “prescribed amount of security required of an applicant for a Travel Wholesaler/Accommodation Provider” licence is dependent on the total gross sales of the applicant reported above in (F), which is then matched to the corresponding line in the schedule below. This security will be in addition to any security also required and reported above in (E) if the Travel Wholesaler/Accommodation Provider also acts as a Travel Agent;

Total Travel Wholesaler Sales	Security
\$0 to \$1,999,999.99	\$15,000
\$2,000,000.00 to \$2,999,999.99	\$35,000
\$3,000,000.00 to \$4,999,999.99	\$50,000
\$5,000,000.00 to \$6,999,999.99	\$70,000
\$7,000,000.00 to \$14,999,999.99	\$100,000
\$15,000,000.00 to \$24,999,999.99	\$125,000
More than \$24,999,999.99	\$150,000

6. If Wholesaler/Accommodation Provider, the funds held in trust by the applicant at the fiscal year end (H) \$ \_\_\_\_\_

CHECK ONE OF THE FOLLOWING. Funds held in trust (H) are:

**equal or greater than** the applicant’s outstanding liability to travel suppliers for the travel sales reported in (F) above (if the applicant acts only as a travel agent for the fiscal year, enter N/A for not applicable)

OR

**less than** the applicant’s outstanding liability to travel suppliers for the travel sales reported in (F) above (if the applicant acts only as a travel agent for the fiscal year, enter N/A for not applicable)

(H) -- “trust funds” means the funds held to offset services that have not yet been provided to a client or travel supplier. These funds must be held in a savings institution account, which is formally designated as a trust account.

Trust funds are equal to or greater than outstanding liability to clients if the amount in a trust account is at least equal to the amount of prepayment received from clients, less the amount that the travel supplier has already been paid.

Trust funds are less than outstanding liability to clients if the amount in a trust account is less than the amount of prepayment received from clients, less the amount that the travel supplier has already been paid.

All trust bank accounts operated in British Columbia during the period:

Bank Name & Address: \_\_\_\_\_ Account No: \_\_\_\_\_

Bank Name & Address: \_\_\_\_\_ Account No: \_\_\_\_\_

Bank Name & Address: \_\_\_\_\_ Account No: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Licence Number: \_\_\_\_\_

7. The net working capital of the applicant at the fiscal year end was ..... (I) Current Year \$ \_\_\_\_\_  
(if the amount was negative, enclose the amount in brackets)

Previous Year \$ \_\_\_\_\_

(I) – the “net working capital” of the applicant is the amount, at its fiscal year end, calculated by subtracting current liabilities from current assets.

“Current assets” are assets that are reasonably expected to be converted into cash within one year in the normal course of business of the applicant. Current assets can include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash but must not include any cash or securities pledged to a regulatory body or a creditor (like Consumer Protection BC, IATA, TICO, a savings institution, etc.). It also excludes any amounts due from a person or entity not dealing at arm’s length with the applicant unless there is reasonable certainty that the amounts will be repaid to the applicant within the coming year.

“Current liabilities” are existing financial obligations that are already due or will become due within one year. Current liabilities include accounts payable, accrued liabilities, short-term debts payable within one year, the amount of long-term debts or obligations that must be paid within one year and all debts without specific repayment terms (demand debts). The liability can be excluded if the creditors formally subordinate their interest in the debts in accordance with the terms of the Subordination of Shareholder and Principal Loans/Shares and Postponement of Claim Agreement provided to applicants for this purpose.

Does the applicant have a Subordination of Shareholder Loan Agreement ..... Yes  No

NET INCOME AFTER TAX ..... Current Year \$ \_\_\_\_\_

Previous Year \$ \_\_\_\_\_

8. The prescribed amount of contribution required to the Travel Assurance Fund in respect of travel sales reported in (D) and/or (F) above is .....(J) \$ \_\_\_\_\_

**NOTE: MINIMUM PAYMENT IS \$100.00 PER FISCAL PERIOD.** Payment may be made by cheque payable to Consumer Protection BC or by credit card and must be included with this Report. If paying by credit card please complete and sign the authorization below.

(J) – “Prescribed Travel Assurance Fund” contribution can be obtained by adding the gross sale numbers as a Travel Agency (D), and as a Travel Wholesaler/ Accommodation Provider (F) if applicable, and dividing by 2000 (0.05%). The minimum contribution required is \$100, even if the calculated contribution is less than \$100. If the calculated contribution exceeds \$100, then the calculated contribution will be used. No contribution is required from the applicant if the applicant’s first or last fiscal year is less than a full year (usually the first year and last year of being licensed if those years are less than a full fiscal year). Also, no contribution is required from an applicant if the applicant has already paid 3 successive contributions;

I/We hereby certify that the foregoing information is true and correct.

\_\_\_\_\_  
Print Name Signature Title Date

\_\_\_\_\_  
Print Name Signature Title Date

**CONTRIBUTION TO THE TRAVEL ASSURANCE FUND CREDIT CARD PAYMENT AUTHORIZATION**

Payment may be made by cheque payable to Consumer Protection BC or by credit card. If paying by credit card please complete and sign the authorization below. A service charge will be levied on any dishonoured payments.

I authorize Consumer Protection BC to charge my credit card the necessary amount \$ \_\_\_\_\_ required to process my documents or to perform my required services.

Credit Card Number:

Expiry Date:

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

(M)			(Y)		
-----	--	--	-----	--	--

Cardholder Signature: X \_\_\_\_\_