



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA



Zulu Kingdom. Exceptional

GUIDELINES TO REGISTER YOUR TOURISM BUSINESS WITH THE KWAZULU-NATAL DEPARTMENT OF ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS (EDTEA)

It is mandatory for enterprises whose primary object is to provide services and facilities to tourists in the province of KwaZulu-Natal to register their Tourism Business with EDTEA. Tourism Business must submit:

1. Completed registration form for each Sub-Category you wish to register and a signed copy of the Code of Conduct for KZN Tourism Operators.
2. Proof of business licence (certificate of registration from the Registrar of Companies if for example your business is registered as a Cc, Pty Ltd. etc. In the case of a Sole Proprietorship or a Partnership, where certificates cannot be produced, please contact our offices for a declaration form which must be signed and sent back to our offices). Where applicable, proof in this regard from your local municipality must be submitted to our offices, as well as a trading licence.
3. Proof of public liability insurance or Passenger Liability insurance for Tour Operators.
4. Proof (letter/certificate) of membership with at least one local Community Tourism Organisation (CTO).
5. Seven electronic pictures and a registered trademark/logo of your business for the website, if applicable.
6. Proof of South African citizenship i.e. certified copy of a South African ID or a valid residential/work permit, and a copy a Public Driving Permit (PDP) if applicable.
7. Proof of payment of R150.00 registration fee (registration renewable annually) for each sub-category in which you wish to register as per the category list attached on Registration forms. **Cash and cheque payments will not be accepted. Please deposit the money into our account. BANKING DETAILS ARE AS FOLLOWS:**

BANKING DETAILS FOR TOURIST GUIDES & TOURISM BUSINESS REGISTRATION

BANK:	STANDARD BANK
ACCOUNT NAME:	KZN ECO - Tourist Guides
ACCOUNT NO.:	000 5210 6780
BRANCH CODE:	057525
SWIFT CODE:	SBZAZAJJ
REFERENCE TO BE USED:	Surname and name (for tourist guides, and for renewals please include your KZN number as well) Business Name (for Service Providers)

NB: The Bank will not allow deposits without references so deposit slips to reflect reference at all times

NB: Tourism Business are encouraged not to make deposits while there are outstanding documents for the registration; deposits should only be made after all documents have been confirmed to be in order as per the checklist. No Refunds Permitted.

8. Completed registration forms with required documentation must be e-mailed or hand delivered to:

- **The Provincial Registrar, 217 Burger Street, Calder House, Pietermaritzburg, 3201**
- **For registration forms and other enquires kindly contact:**

Ms Silindo Mhlongo

Tourism Registration Officer

Tel: 033 264 9312

Cell: 060 531 2747

E-mail: Silindo.Mhlongo@kznedtea.gov.za

Ms Gcina Mbatha

Tourism Registration Officer

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Tourism Registration Officer

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Ms Nompumelelo Dlamini

Tourism Registration Officer

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Office Hours: 08:00 – 16:30 Monday to Friday