

1. Why Register with the Department?

1.1 Tourist Guides

According to the Tourism Act no. 3 of 2014, which was promulgated in April 2014, tourist guides must register with the National Department of Tourism by contacting the Provincial Registrar of that particular province in which they live in order to be recognised as a **legal guide**.

1.2 Tourism establishment & tourism operators

To ensure compliance as it is mandatory for enterprises whose primary objective is to provide facilities and services to the tourists visiting the KZN Province to register with the Department in order for them to operate legally as per the current legislation (Tourism Registration Regulations of May 2004)

2. Who should register with the Department?

2.1 Tourist Guides

Any qualified person (tourist guide) who for reward whether monetary or otherwise accompanies a person visiting any place in the Republic and furnishes such person with information on the matter.

2.2 Tourism establishment & tourism operators

All tourism businesses according to regulations that were promulgated on 13 May 2004 under section 32(f) and (i) of the KwaZulu-Natal Tourism Amendment Act, 2002 falls under the following categories: Accommodation, Travel Services, Conference Venues, Historical/ Cultural Centres, Recreation and Entertainment Attractions.

3. What do I need in order to register?

(a) Tourism businesses needs

- business licence,
- Public liability insurance & Passenger liability insurance (for tour operators)
- Be a member of a local community tourism organisation,
- Payment of R150.00 payable at the bank,
- signed code of conduct, completed registration form,
- certified ID copy, PDP and
- 7 photos of the business including the logo.

(b) A tourist guide needs

- valid and certified copy of CATHSSETA certificate,
- Letter of competence from the training provider,
- Payment of R240.00 payable at the bank,
- 2 passport size colour photos, electronic photos I possess CATHSSETA certificate
- proof of South African citizenship, tourist guiding permit if non South African
- valid first aid certificate
- signed tourist guides code of conduct,

- Letter of verification should one speak a foreign language,
- PDP

4. For how long does the registration process take?

The registration process takes only two weeks.

5. How much is the registration fee and what is the registration period?

The registration fee for Tourism Establishment & Tourism Operators is R 150.00 renewable yearly and the registration fee for Tourist guides is R240.00 renewable biannually.

6. What are the benefits of registration?

- Inclusion on the comprehensive provincial database for Tourism Establishments and Tourism Operators in KZN and inclusion on the national database of all registered Tourist Guides in the country ;
- Posting on a web-page hosted and generated by TKZN;
- Permission to display brochures at TKZN's flagship information office and airport office;
- Access to TKZN marketing logo to assist in promoting KZN as a tourist destination, and your own business, a
- Access to departmental programmes created for tourism businesses and tourist guides

7. When does the Department send out the invoices and reminders?

- The Department send reminders to all registered tourism businesses and tourist guides 3 months prior to their expiry date.

8. Who should I contact to register?

Tourism Registration Office on
033 264 9318/21/22/26,
e-mail: info.tourismreg@kznedtea.gov.za,
website: www.kznedtea.gov.za for personal
consultation visit us @ 217 Burger Street,
PMB, 3201.



TOURISM DEVELOPMENT

TOURISM REGISTRATION

FREQUENTLY ASKED QUESTIONS ???

