

**APPLICATION FORM FOR RECOGNITION AS AN ACCREDITED TOUR OPERATOR IN KERALA**

**1) Name of the Organization**

**Athenatravels (India) Pvt Ltd**

**Type of the Organization**

**Branch Office**

**Address of Head office**

**Athena Travels India Pvt Ltd**

**Rukiya Bagh, MG Road, Ravi puram Cochin-16**

**Telephone Numbers**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**0484-3013014,3013016**

**04842359656, 2358656**

**2359082,2358723**

**Fax Numbers**

**04842358856**

**04842358856**

04842358856

04842358856

04842358856

04842358856

04842358856

**Email Address**

athena@eth.net,athenacok@gmail.com

**Website Name**

www.atheenagroup.com

**Address of the Branch offices(if any)**

NA

**2) Nature of the organization (Proprietary concern,Partnership or Incorporation)**

Pvtltd

**3). Name of Proprietor/ Directors/ Partners Details of their interest**

If in anyother business may also be denoted

MARIYAMMA JOSE MANAGING DIRECTOR

SHAJI JOSEPH DIRECTOR

**Details of their interest If in anyother business may also be denoted**

SHAJI JOSEPH DIRECTOR IS AN

EXPORTER OF WOODEN MUSICAL INSTRUMENT PARTS.

**4) Name, Designation, Qualifications, Experience,Salary**

**and Length of Service of the staff with the firm (Attach documentary proof)**

1.Krishnakumari Sales Manager Tour Division,M.A,15 Years,13000/pm  
1994

2.Deepa Joseph,Accountant,B.Com,3 Year, 8500/pm ,2007 Nov

3.Soumya Mary Pious,Reservation Staff,IATA,1 Year, 5500/pm,2008

4.RajiAnilkumar,CounterStaff,Pre-Degree,3Years, 7000/pm,2006

5.Latha Devi,Reservation Staff, M.A,1 year Year,6500/pm,1998

Location area	Commercial
Reception area(In square feet)	400
Accessibility to toilets (In metre)	10
6) Name of Bank	DHALAKSHMIBANK
7) Name of Auditors	Radhakrishnan vp
8) Demand Draft No	328496
Demand Draft Date	2010-06-14
Demand Draft Amount	5000
a) Paid up capital (capital employed)	900000
b) Loans	
i) Secured	1918478
ii) Unsecured	6735
c) Reserves	225262
d) Current liabilities and provisions	293619
e) Total (3 to 6)	3318619
e) Total (3 to 6)	502289
f) Fixed assets (excluding intangible assets)	600000
g) Investment	2841806

**h) Current assets**

2000000

**i) Intangible Assets**

2000000

**j) Total (f to i)**

4841806

**10) Whether any activities are undertaken by the firm besides tour operations**

Domestic and International airticketing documentation of travel documents, meetings and conferences.

**11) Please indicate membership of International Travel Organizations, if any**

MEMBER OF TRAVELAGENTS ASSOCIATION OF INDIA NO 81695ACCOK

**12). Give details of volume of tourist traffic handled**

up to the date of application showing foreign and internal tourist traffic

700000

**Clientele: special tourist groups handled**

MEMBER OF TRAVELAGENTS ASSOCIATION OF INDIA NO 81695ACCOK

**Name of group**

SPANISH GROUP

**Size**

50

**frequency**

2

**Steps taken to promote domestic tourist traffic and details of the groups handled, if any**

NIL

**Special programmes if any, arranged for foreign tourists**

NA

**13). Please indicate details of trained manpower available to operate such tours**

Brochure and through contacts AND THROUGH WEB SITE

**1) Undertaking**

61259906282under\_taking[1].doc

**2) Upload reference letter on original letter head from your bankers**

61259906282under\_taking[1].doc

**3) Details of staff employed giving names, designation**

81259910945raji[1].doc

qualification & experience if any, in tourism field (Copies of certificates to be enclosed), and length of service in your organization

**4) Documentary proof (preferably registration certificates from govt.)**

11258964572registration.doc

in support of beginning of operations of your firm

**5) Copy of Complete Audited Balance Sheet for the latest financial year**

21258971840audited\_balancesheet1.doc

6) Income Tax Acknowledgement for the latest assessment year.

31260867847income.doc

7). Service Tax Registration certificate from the concerned authority

41258972880service\_tax\_1.doc

8) Certificate of Chartered Accountant stating your paid-up capital not less than Rs. 4.00 lakhs

51276595745four lakh[1].doc

9) List of directors/Partners or name of the proprietor

91258972136memorandum\_p1.doc

10) Details of office premises (whether located in commercial or residential area, office

101258970420rent\_p1.doc

11). Certificate of Chartered Accountant on original letter head in support of your turnover in foreign exchange/Indian rupees from inbound tour operation only which should not be less than Rs. 7.5 Lakhs during the last financial/calendar year.

111260872159chartedaccountant.doc

12). Certificate from the chartered accountant showing the details of volume of tourist traffic handled up to the date of application showing foreign and internal tourist traffic separately and proof of 25% of business from selling Kerala based products

Photographs of the office building i) exterior



Photographs of the office building ii) exterior



Photographs of the office building i) interior



Photographs of the office building ii) interior

