



DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM

TOURISM ACT, 1993

TOURIST GUIDE REGISTRATION FORM FOR THE YEAR 20..... / 20.....

[Regulation 3 (3) (a)]

IMPORTANT: PLEASE INDICATE WITH AN X THE RELEVANT BOX					
NEW REGISTRATION [NR]	RENEWAL [RN]	UPGRADE OF CARD [UGC]	UPGRADE OF BADGE [UGB]	REP. CARD [RC]	REP. BADGE [RB]
PERSONAL PARTICULARS					
TITLE					
SURNAME					
NAMES					
PHOTOGRAPH OF GUIDE					
NAME TO BE USED ON BADGE (surname is compulsory)					
TELEPHONE NUMBERS		Cell:			
		(W):			
		(H):			
		(F):			
		E-mail:			
DATE OF BIRTH					
IDENTITY NUMBER					
POSTAL ADDRESS					
RESIDENTIAL ADDRESS					
BUSINESS ADDRESS					
NATIONALITY					
COUNTRY OF NATIONALITY IF NOT SOUTH AFRICAN					
PASSPORT DETAILS					
WORK PERMIT DETAILS					
PERMANENT RESIDENCY DETAILS					
HAVE YOU BEEN REGISTERED IN THE PRECEDING YEAR?					
CURRENT TOURIST GUIDE No.					
LANGUAGE COMPETENCIES (proof to be attached)					

APPROPRIATE TRAINING COURSES SUCCESSFULLY COMPLETED

Module	Date and duration	Training institution
1.		
2.		
3.		
4.		
5.		
6.		

PRACTICAL GUIDING EXPERIENCE

Employer	Nature of experience	From	To	Contact Person
1.				
2.				
3.				
4.				
5.				
6.				

QUALIFICATIONS

Name of educational institution	Highest qualification	Year obtained
1.		
2.		
3.		
4.		
5.		
6.		

DRIVER'S LICENCE	
PUBLIC DRIVING PERMIT	

REGISTRATION	
PROVINCE OF REGISTRATION	
National Qualification Framework Qualification(s) (THETA TECHNIKON, UNIVERSITY)	
Other specialist qualifications	

APPLICATION FEE	
PAID AS FOLLOWS:	CHEQUES OR POSTAL ORDERS TO BE MADE PAYABLE TO:
DATE	DEPARTMENT OF ECONOMIC DEVELOPMENT & TOURISM
AMOUNT	

STATISTICAL INFORMATION (Please circle)		
RACE		
WHITE	BLACK	COLOURED
INDIAN	ASIAN	OTHER
GENDER		
MALE	FEMALE	
EMPLOYEMENT		
Employed	Full-time	Part-time
Un-employed		

I DECLARE THAT THE ABOVE PARTICULAR ARE COMPLETE AND CORRECT.	
.....
Signature	Date



DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM

THE TOURIST GUIDE CODE OF CONDUCT AND ETHICS

A Professional Tourist Guide:

- Shall be welcoming and demonstrate an enthusiasm for South Africa.
- Shall at all times show willingness to provide optimum support and quality service to all tourists, and will give tourists an opportunity to enjoy or visit a desired destination.
- Shall in no way discriminate in rendering service to any tourist on any basis, e.g. gender, ethnicity, nationality, physical challenge, age, etc.
- Shall be impartial, unbiased and positive, and represent South Africa objectively.
- Shall be suitably dressed and presentable at all times.
- Shall be punctual, reliable, honest, conscientious and tactful at all times.
- Shall be a responsible driver, when driving as a guide.
- Shall carry out the programme/itinerary of a tour to his/her best abilities and be loyal to the company/organization that he/she is representing.
- Shall deal with conflict in a sensitive and responsible manner.
- Shall report any incident of injury or death to a nearby tourist authority or police station.
- Shall be knowledgeable and shall assist tourists and not provide them with misleading information.
- Shall in the event of not being familiar with, or being unable to provide information requested by a tourist, consult with the appropriate authorities for assistance.
- Shall at no time be under the influence of alcohol or a narcotic substance while on duty and shall refrain from administering any medication to a client without proper medical consultation.
- Shall never solicit for clients or gratuities.
- Shall be concerned at all times for the safety of the tourist.
- Shall wear the appropriate tourist guide badge and will carry his/her registration card.
- Shall treat all people, cultures and the environment with respect.

TOURIST GUIDE NAME:

SIGNATURE:

DATE: