



**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM**  
**TOURISM ACT, 1993**

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

[Regulation 3 (3) (a)]

<b>PERSONAL PARTICULARS</b>	
TITLE	
SURNAME	
NAMES	
PHOTOGRAPH OF GUIDE	
NAME TO BE USED ON BADGE	
TELEPHONE NUMBERS	Cell:
	(W):
	(H):
	(F):
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?	
PREVIOUS 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.		

<b>DRIVER'S LICENCE</b>	
<b>PUBLIC DRIVING PERMIT</b>	

<b>REGISTRATION</b>	
PROVINCE OF REGISTRATION	
National Qualification Framework Qualifications) (THETA TECHNIKON, UNIVERSITY)	
Other specialist qualifications	

<b>APPLICATION FEE</b>	
PAID AS FOLLOWS: DATE AMOUNT	

***/ I DECLARE THAT THE ABOVE PARTICULARS ARE COMPLETE AND CORRECT.***

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*



DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

**THE TOURIST GUIDE CODE OF CONDUCT AND ETHICS**

**A Professional Tourism Guide:**

- SHALL uphold the principles of the South African Constitution, especially its chapters one and two.
- 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. colour, 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 tactfull 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/organisation 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.

<i>Tourist guide name:</i>	<i>Signature .....</i>
.....	<i>Date .....</i>