

SCHEDULE 6: FORM OF APPLICATION FOR ADS TOUR GUIDE RENEWAL



Please send your completed application form and supporting documentation to Tourism New Zealand by email.

Email	chinamarket@tnz.govt.nz
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SECTION ONE: APPLICANT DETAILS

1. Full name (in English and Chinese):

2. Date of birth:

3. Contact details:

Give street address, mailing address (if different), telephone number, email address.

4. Immigration status (tick one):

New Zealand Citizen

New Zealand residence visa
/permit holder

New Zealand work visa
/permit holder

Other (please state):

SECTION TWO: REQUIRED DOCUMENTATION

Please attach copies of the following documents with your fully completed application form:

- (New Zealand citizens only) A copy of the personal details page of your **passport**
- (Foreign passport holders only) A copy of the personal details page of your **passport** AND a copy of the page(s) containing your current valid **New Zealand visa** and **permit**
- A copy of your valid First Aid Certificate (Work Place First Aid Certificat – must meet NZQA Unit Standard 6400, 6401, and 6402), with validity of 6 months or more from date of application
- A recent full colour photo (within 6 months)
- Either:
 - If you have worked as an ADS tour guide consistently during the 12 month period prior to this renewal application, evidence of this work experience (e.g. a letter from your employer); or
 - If you have not worked as an ADS tour guide during the 12 month period for to this renewal, evidence of completion of a health and safety refresher course (or other course approved by TNZ at its sole discretion)

SECTION THREE: OTHER CONFIRMATIONS

7. Length of experience guiding inbound tours in New Zealand:

_____ years _____ months

8. Name(s) of Inbound Tour Operator(s) that you work for (please list below):

SECTION THREE: DECLARATION

Should my application for ADS tour guide approval renewal be granted I agree to abide by the below terms and conditions.

一旦我的导游资质更新被批准，我同意遵守以下的条款。

I understand that my failure to comply with any of these terms and conditions may constitute a breach of the Code (see sections 6.3 and 6.11 of the Code).

我清楚如果我未能遵守以下的任何条款，都有可能造成违规（参见准则第6.3和6.11条）

1. I will at all times ensure that a sign bearing the **unique tour ID number** is displayed on the dashboard or windscreen of the coach or other licensed passenger service vehicle used to transport an **ADS tour**, in a position such that it is fully visible and clearly readable from outside the vehicle, **OR** I will hold a copy of this sign and present it to **TNZ** staff upon request or alternatively ensure that the coach driver holds a copy of the ADS sign and presents a copy of this sign to **TNZ** staff upon request.

我保证在旅游车或其它用于接待 ADS 组团的载客巴士的仪表盘或挡风玻璃上随时陈列有一份印有 ADS 代码的 ADS 标示牌，或者，我会携带此标示牌，并按要求向新西兰旅游局人员出示，或者确保旅游车驾驶员持有一份 ADS 标示牌，并按要求向新西兰旅游局人员出示。

2. I will either wear or hold my ADS Approval ID Card when conducting **ADS tours**, and present this card to a **TNZ** staff member upon request.

我保证在接待 ADS 团的任何情况下，都会佩戴或携带我的 ADS 导游资格认证卡，并按要求向新西兰旅游局人员出示。

3. I will deliver or provide all of the services, visits, attractions and activities listed in the itinerary to the best of my ability.

我保证尽我最大的能力提供行程上所注明的所有服务项目，如景点及活动项目。

4. I will be tidily presented at all times while guiding **ADS tours**. (examples of untidy presentation include: wearing ripped jeans, ripped t-shirts, singlets, shorts, sandals/jandals or dirty sports shoes).

在带团过程中，我一定会保持一个干净、整洁的仪容、仪表（非干净、整洁的仪容包括：破牛仔裤、T 恤拖鞋、短裤、人字拖或脏球鞋）。

5. I will conduct myself and behave professionally while guiding **ADS tours**. (examples of unprofessional behaviour include: attending to personal errands, playing hand-held electronic games while guiding).

在带团过程中，我一定会举止端正、行为得体（行为不得体包括：在带团过程中处理私事，玩电动等）。

6. I will not impose or obtain from the **visitors**, charges for services or entrance to **attractions, activities**, venues or other places which have already been charged for in the package price paid for the tour.

我一定不会以任何形式向游客额外征收免费的活动项目、景点；或是团费里已经包括的活动项目、景点。

7. I will not provide misleading information to **visitors**, including in respect of any charges imposed for optional tour inclusions introduced to visitors on an **ADS tour**. *For example: advising visitors about a fictitious entry charge to a tourist attraction which is free for entry to the public is likely to constitute misleading conduct.*

我不会向游客提供有误导性的信息，这包括向游客征收在带团过程中推荐的自费项目。例如：向游客虚报门票其实是向公众免费开放的场所很有可能构成了误导性行为。

8. I will not:

我一定不会：

- 8.1. require **Chinese visitors** to shop in retail shopping outlets against their wishes;
强迫中国游客在零售店购物；
- 8.2. take any steps which impede Chinese visitors from shopping in their choice of retail outlets; or
阻止中国游客去他们想去的零售店购物；
- 8.3. for each ADS tour group, spend more than 1.5 hours at each **organised shopping** venue per full day spent in New Zealand, or more than 3 hours of total organised shopping time over two consecutive full days spent in New Zealand.

让ADS团在新西兰的拟定购物零售店每天购物超过1.5 小时，或连续两天超过3 小时。

9. I will give full, comprehensive and accurate information to **visitors** during the course of **ADS tours**. My commentary will include insightful interpretation on New Zealand's geographical, ecological and cultural heritage in order to enrich **ADS tour group visitors'** understanding and appreciation of New Zealand.

在带团过程中，我一定会向游客提供全面、完整及真实的信息。我的解说词会含有新西兰相关的地理、生态及文化遗产方面的知识以丰富游客对新西兰的理解及欣赏。

10. I will provide reasonable notice to inbound tour operators contracting my services of my unavailability to guide any **ADS tour**. Under ordinary circumstances reasonable notice is a period of not less than 3 working days prior to the arrival of an **ADS tour** in New Zealand.

我会及时通知地接社如果我因故不能带团。在通常情况下，及时有效的通知是指在ADS团抵达新西兰前3天内。

11. I have read and understood my obligations under the Health and Safety at Work Act 2015 and will take all reasonably practicable steps to ensure the health and safety of **visitors** during the course of all **ADS tours**. I currently hold and will continue to hold a valid First Aid Certificate.

我已阅读并理解工作场所健康与安全法2015条款下我的责任和义务，并会采取一切合理可行的步骤确保在带所有ADS团过程中游客的健康和安全。我目前持有并将持续持有一份有效的急救证书。

12. When interviewed by **TNZ** staff or authorised representatives during the course of an **ADS tour**, I will answer all questions asked about the tour to the best of my knowledge and ensure that the information and answers that I provide are accurate, comprehensive and truthful (see section 9.1(a)(i) of the Code).

如果在接待ADS团的过程中有新西兰旅游局的工作人员或经授权的代表对我进行面试，我保证会据实以告（参考准则9.1(a)(i)）。

13. I will not allow the use of my name for an **ADS tour** which is to be conducted and administered by a person other than myself.

我不会允许其它人用我ADS资质导游的名义带队并管理ADS团。

14. I will comply with all laws and regulations of New Zealand in my activities relating to **ADS tours**.

我在带团过程中会遵守新西兰法律法规。

15. I will accompany the ADS tour group for the duration of the **ADS tour** in New Zealand. During working hours, I will remain with the tour group and be available to provide assistance, guidance and information to the tour group.

我在带团的工作时间内不会脱离旅游团，保证在他们需要的时候提供必要的信息和协助。

16. I will provide the tour leader and Chinese visitors with my contact information before any scheduled **free time**. During any **free time**, I will be available to be contacted in the case of an emergency.
在带团期间的自由时间安排中，我会提供给团队我的联系方式，并且在紧急情况下能联系到我。
17. I will at all times take reasonable steps to ensure that the **Chinese visitors** are kept safe and secure for the duration of the **ADS tour** in New Zealand and are not exposed to, or subjected to, physical or psychological harm.
我作为ADS导游，将一直采取合理步骤，确保游客安全，并且不受任何身体或心理上的威胁或虐待。
18. I will act honestly and truthfully in all interactions with TNZ. I will take reasonable steps to ensure that all information which I provide to TNZ is true, complete, and not misleading.
我保证诚实诚信，确保我提供给TNZ所有信息都是真实完整，没有误导性。
19. I acknowledge that the **Chinese travel seller** is required to comply with Article 35 of the Tourism Law of the People's Republic of China, as amended from time to time.

In completing this application form, I confirm the following statements. Should my renewal application be approved, I agree that these statements will continue to be accurate.

在完成此申请表之际，我确认以下声明属实。如我的导游资质更新申请被批准，我同意此声明书将会继续属实。

I understand that my failure to comply with these statements may result in either my application for ADS tour guide approval renewal being declined or in a breach of the Code (see sections 6.3 & 6.11 of the Code).

我清楚如我未能遵循此声明书的要求，将有可能导致我的导游资质更新申请被拒绝，或是违规（参见准则第6.3和6.11条）。

20. I am of good character. I have not, and will not, supply false or misleading information to **TNZ** or any other government agency, including in the completion of this application form. If I have committed any driving-related, health and safety or other criminal offences, I have declared these to **TNZ**.
我品行端正。我从未，也决不会向新西兰旅游局或其它政府部门提供虚假信息，包括目前正在填写的导游申请表。如果我因驾驶、健康和安法或其他刑事过错有任何的犯罪记录，我会如实向新西兰旅游局声明。
21. Neither I nor my tour guiding company (if applicable) have been investigated or prosecuted by WorkSafe New Zealand, nor received any other enforcement action, such as an infringement notice or improvement notice.
我声明不论是我还是我所在导游服务公司（如有）从未被新西兰工作安全局调查或起诉，或收到任何其他强制执行令，如违反通知书或整改通知书。
22. I am currently the holder of New Zealand citizenship, New Zealand residence or a work permit that entitles me to work as a tour guide in New Zealand. I will advise **TNZ** immediately if my immigration status changes, rendering me ineligible to work as a tour guide in New Zealand.
我是新西兰公民，永久居民或工作签证持有者，工作签证允许我在新西兰以导游为职。若我的签证有任何的变动导致我无法继续导游的工作，我会立即通知新西兰旅游局。
23. Pursuant to section 9.5 of the **Code** I understand that, if my renewal application is approved, my name and current email address will be added to the **ADS approved tour guide** register kept on **TNZ's** website.
根据准则第9.5条我清楚地知道一旦我的更新申请被批准，我的姓名和电子邮箱地址会公布在新西兰旅游局网站之ADS资质导游名册上。

(Signed) _____

Full name (in English and in Chinese): _____

Date: _____

Acknowledgment

I acknowledge that if my renewal application is approved, I understand and agree to TNZ publishing my name and current email address on the ADS approved tour guide register kept on TNZ's website.

(Signed) _____

Full name (in English and in Chinese): _____

Date: _____

Please make sure that you have included the following documents with this application:

- Completed and signed application form
- (NZ Passport) - A copy of the personal details page
- (Foreign Passport) – A copy of personal details page, and copy of other pages containing current valid New Zealand visa or permit
- A copy of valid First Aid certificate meets NZQA Unit Standard 6400,6401 & 6402, with at least 6 months of validity
- A recent full colour photo in jpeg against white, or light coloured background
- Evidence of:
 1. Employer letter confirm that you've been working as an ADS Tour Guide during the 12 months prior to the renewal, or
 2. Evidence of completion of a health and safety refresher course