

## **Accreditation of Travel Agencies 2017**

The Greek Embassy in Ukraine is launching its annual accreditation exercise for 2017 and is inviting travel agencies interested in applying for accreditation (first-time) to submit **by 31 March 2017** to the Consulate Section of the Embassy their application.

### ➤ **General rules for lodging a visa application**

According to the European legislature, as a general rule, applicants need to visit the Consulate Section of the Embassy and submit their application for visa **in person**. Also, on the basis of **the EU Visa Code** (Regulation No 810/2009), the Consulate Section of the Embassy has the right to accept applications for tourist visas submitted through travel agencies previously **accredited** at the Embassy, provided that a tourist purchases a full package of travel services from this travel agency.

### ➤ **General information on accreditation**

The Consulate Section of the Embassy of the Republic of Greece cooperates with accredited commercial intermediaries (hereinafter referring to travel agencies) for the lodging of applications, except for the collection of biometric identifiers, on the basis of **Article 45 of the EU Visa Code** (Regulation No 810/2009). The **accreditation** shall, in particular, be based on the verification of the following aspects:

- (a) The current status of the commercial intermediary: current license, the commercial register, contracts with banks;
- (b) Existing contracts with commercial partners based in the Member States offering accommodation and other package tour services;
- (c) Contracts with transport companies, which must include an outward journey, as well as a guaranteed and fixed return journey.

Accreditation is **free of charge** and needs to **be renewed on an annual basis**. Only travel agencies with **physical presence** in the consular district of the Embassy may apply for accreditation.

### ➤ **How to apply for accreditation (first-time)**

Travel Agencies need to submit:

- 1) A duly completed and signed application form for accreditation;
- 2) License (certified copy) and a notarised copy of certification of registration into the official Ukrainian registrar;
- 3) Tax Clearance Certificate duly certified (apostille); Annual turnover will be part of the evaluation
- 4) Contract(s) concluded between the travel agency and travel organizations of Greece duly certified by the Greek authorities as far it concerns the Greek signatory. Applicants should be in a position to provide original documents upon the request of the Consulate;
- 5) Notarised copies of the contracts, concluded between the travel agency and transport companies i.a. air carriers having direct flights to Greece or bus operating companies. Applicants should be in a position to provide original documents upon the request of the Consulate;
- 6) Proof of a valid bank account (contracts with banks)

Please note that the application form (see below) must be completed **electronically** (handwritten applications will not be accepted).

### ➤ **Deadline**

The full package of documents should be submitted both on paper as well as electronically ([consulate.kiev@mfa.gr](mailto:consulate.kiev@mfa.gr)) to the Consulate Section **by 31 March 2017, 16.30 local time**. In case of discrepancies the paper copy shall supersede.

### ➤ **Please note**

- The list of 2017 accredited agencies is expected to be published on the website mid-April 2017 (<http://www.mfa.gr/missionsabroad/en/ukraine-en/visas>).
- Applications from previously rejected accredited travel agencies will not be accepted.
- The Embassy reserves the right to request additional documents during the assessment process, as well as to approve or reject ad hoc applications for accreditation and to suspend/revoke or cancel accreditation at any time and/or if the agency is found to be out of compliance with, but not limited to, the Schengen Regulation and applicable requirements/consular notifications.
- All accredited agencies should ensure proper functioning.