

GOVERNMENT OF SIKKIM  
TOURISM & CIVIL AVIATION DEPARTMENT  
GANGTOK

**Guidelines for TRAVEL / TREK AGENCY on Do's & Don'ts ;**

Instructions for Permit Holders ;

1. The Permit is valid for group of 2 or more persons only.
2. Clients must declare if they are in possession of Satellite Phone
3. The permit is valid for the specific trek circuit and definite entry & exit point. No areas other than the one indicated in the permit should be visited.
4. The permit holders should not stay in the restricted areas / protected area after the expiry of the permit.
5. They must adhere to the environmental code of conduct.

**Instructions for Travel Agents / Tour / Trek Operators / Guest Houses ;**

- 1 Travel Agencies / tour / trek operators should ensure that tourists groups sponsored by them are in possession of valid documents.
- 2 The agency must appoint / attach a Guide with sufficient experience to lead the group and deal with any emergencies.
- 3 The agency / guide should keep sufficient number of photocopies of the permit with them, which may be required for depositing at each point of entry / exit.
- 4 It is the responsibility of the agency to ensure that the group do not visit any unauthorized areas / places during their travel.
- 5 The agency must intimate the District authorities & Army to use Satellite Phones. Permission is normally granted by the concerned authorities.
- 6 Agency shall make necessary arrangement to bring back all the garbage generated by their clients during the trek and disposed off at the designated disposal place at the base camp.
- 7 Agency shall follow and abide by the Basic Minimum Standard, (BMS) under the Adventure Guidelines issued by the Tourism Department.
- 8 The agency shall not suppress any information with regards to the route and facilities to be provided by them during the travel and not mislead or misinform.
- 9 The agency shall provide services in commensurate with the price quoted to the clients.
- 10 The agency shall submit all necessary documents while applying for permit.
- 11 The agency must sensitize their clients on important issues related to the trek before their departure.
- 12 The Agency shall not do anything that will adversely tarnish the image of the State and its people.

APPLICATION FORM FOR TREK

( Always use firm letter head pad with full address, contact numbers and registration number. )

To,  
The Secretary  
Department of Tourism  
Government of Sikkim  
Gangtok.

Date :

Subject : Trekking Permission

Sir,

The following foreigners are proceeding on a trek through this firm / company accompanied by our guide. Hence, permission may kindly be granted to undertake this trek.

1.	Date of the trek ;
2.	Name of the Group leader ;
3.	Name of the Guide ;
4.	Trekking Area ;
5.	Total members in the group :

We have made all necessary arrangements including risk coverage for our clients and all support staff during the trek. We shall abide by all the rules, regulations and pay all fees pertaining to the conduct of this trek. Further, we ensure that the garbage generated by our group will be brought back to the base camp and disposed off properly. The use of satellite phone and GPS will be intimated to your office.

Thanking you,

Yours faithfully

Designation and Seal of the Firm / Company

- Summary list of the trek member attached at form B
- Indicate the number of porters & animals to be engaged during the trek.
- Trek Itinerary attached with dates at Form C
- Personnel particular form at A

**FORM-A****PERSONAL PARTICULAR FORM OF APPLICANT****for TREKKING IN SIKKIM**

1	Name of the applicant (in CAPITAL letter)	
2	Father's / Husband's Name	
3	Date of Birth	
4	Nationality	
5	Occupation	
6	(i) Passport Number Details (enclose photocopy) & Mailing Address	
7	India Visa, Sikkim ILP, Date & Duration.(enclose photocopy)	
8	Place proposed to be visited	
9	Date & duration of visit	
10	Agency organizing travel ; Name of the Guide;	

The information given above is correct and complete to the best of my knowledge. I am traveling / trekking at my own risk and my Local Travel Agency will handle all risks during this trek .

Date :

***Signature of the Applicant***

SEAL & SIGNATURE OF  
TREK / TRAVEL AGENCY

**FORM - C**

**TREK ITINERARY**

Name of the Trek Guide:

Name of the Trek Operator :

DATE									
FROM									
TO									

Date of Trek :

Trekking Trail :

Signature & Seal of the Firm