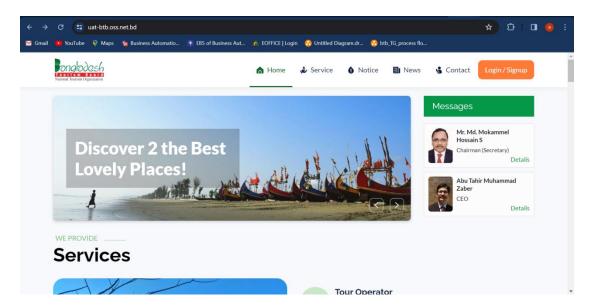
Bangladesh Tourism Board

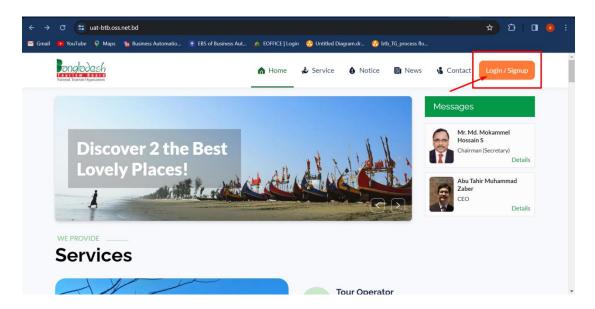
"Online Registration System of Tour Operator and Tour Guide"

User Manual of Tour Guide(Foreign)

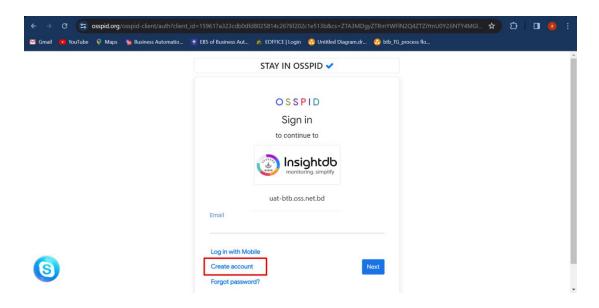
- 1. At first go to the link: https://uat-btb.oss.net.bd/
- 2. Here is the Landing Page



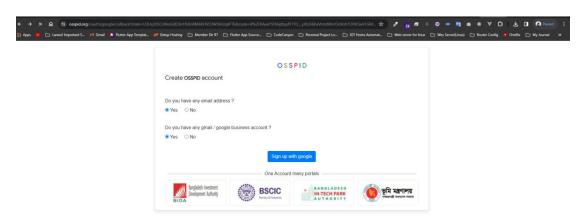
3. Go to Login/Signup



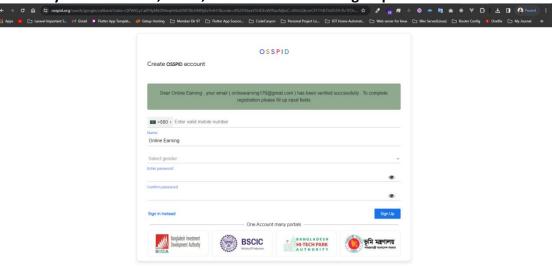
4. Create Account:



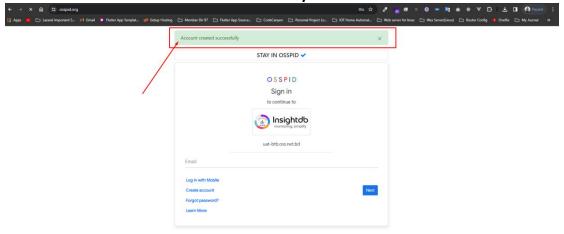
5. Give the credentials and then sign up with google and then choose your google account



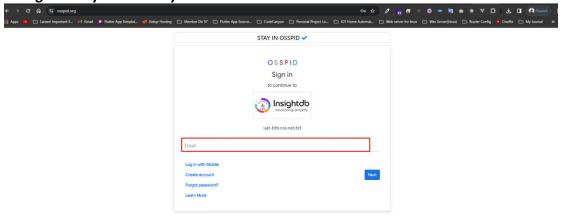
6. Enter your Mobile No, Email, Password and then Sign Up



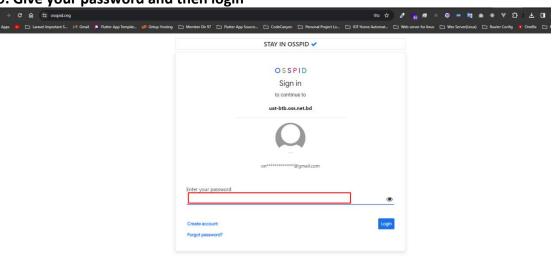
7. Your account has been created successfully



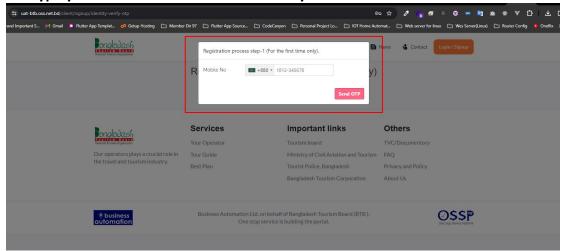
8. Login the system with your mail



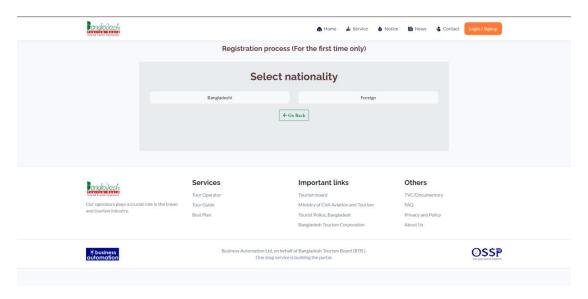
9. Give your password and then login



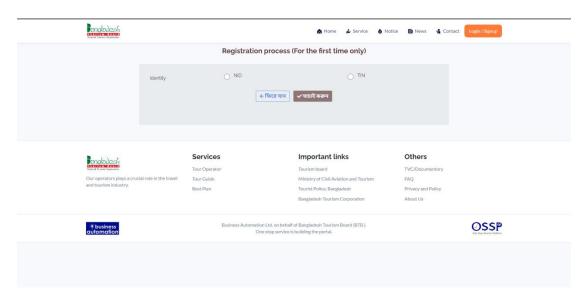
10. Type your mobile number here and verify it with OTP



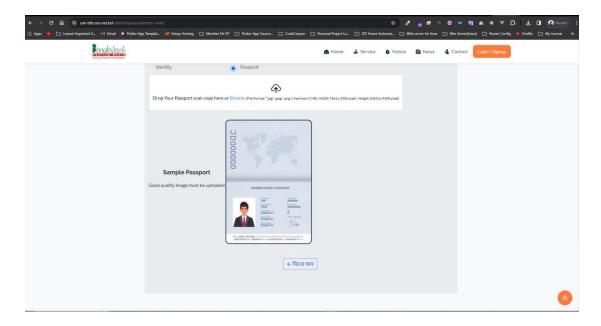
11. Select your nationality



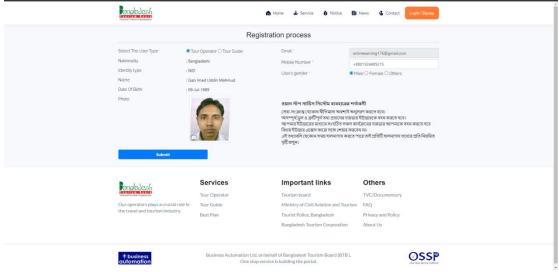
12. If Bangladesh, Give your NID/TIN number



13. If foreign, then drop your passport scan copy

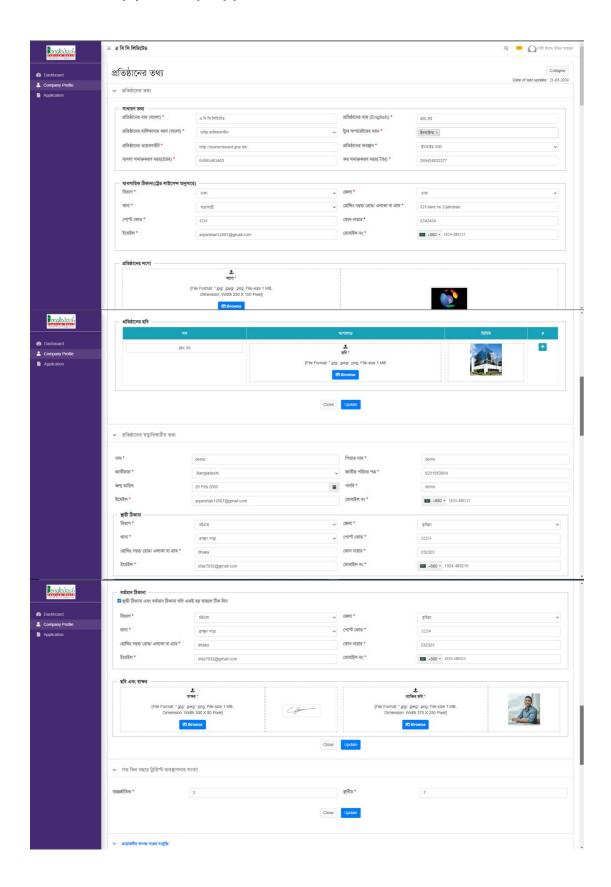


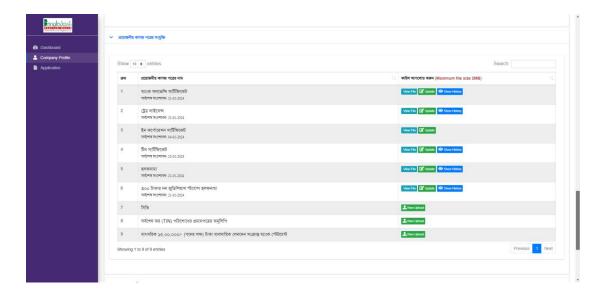
14. After verifying your NID, please select your user type and check the other fields and input your data and then click submit button.



Congratulations! You have created an account as a Tour Operator

15. Now, fill up your company profile

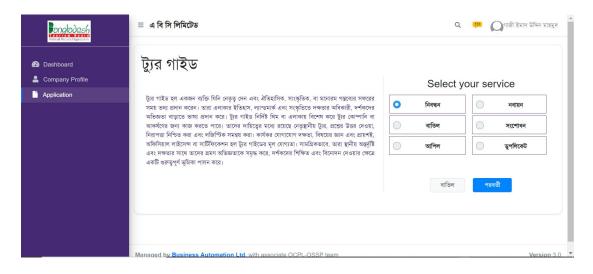




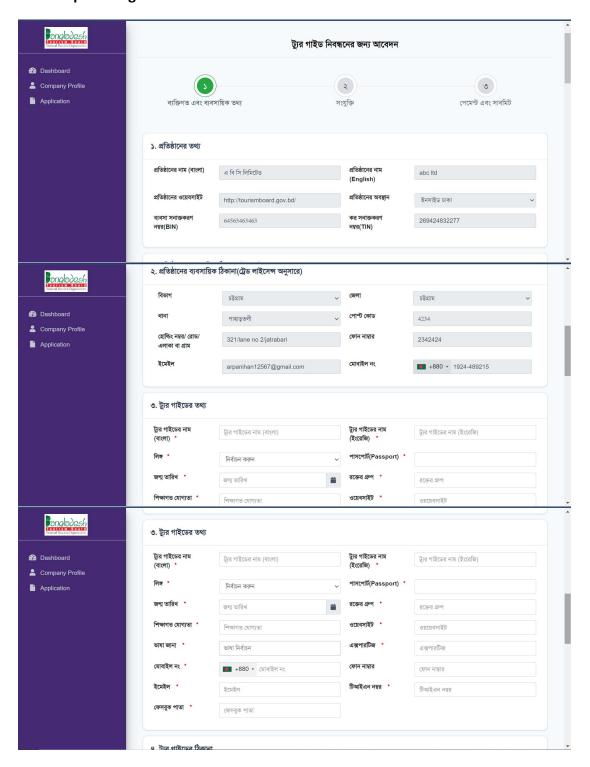
16. Here is the Tour Guide Services

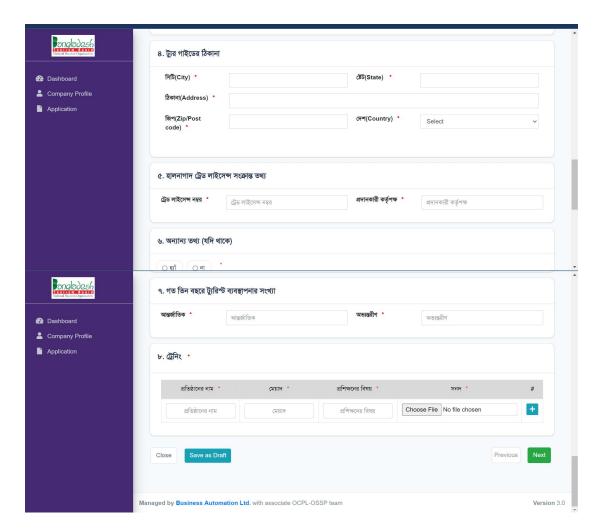


17. Click Registration, If you want Registration Services

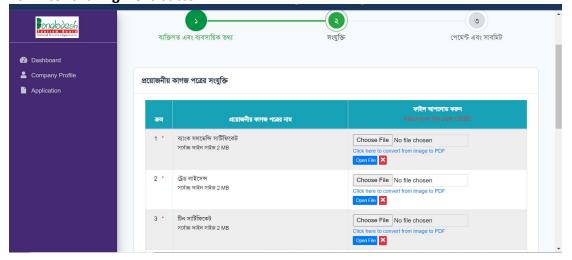


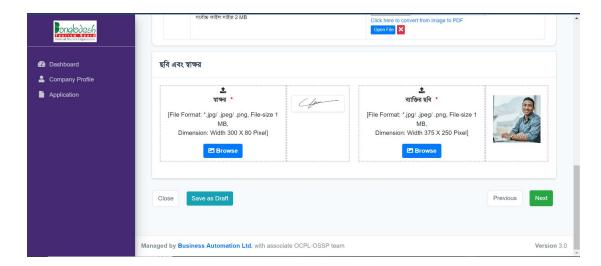
18. Fill up the Registration form and click next button



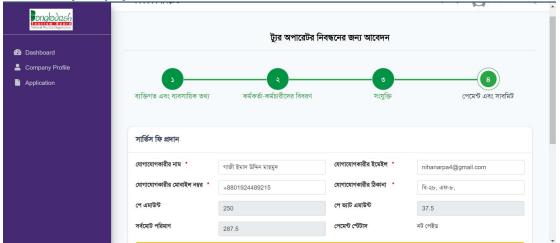


19. After clicking Next button

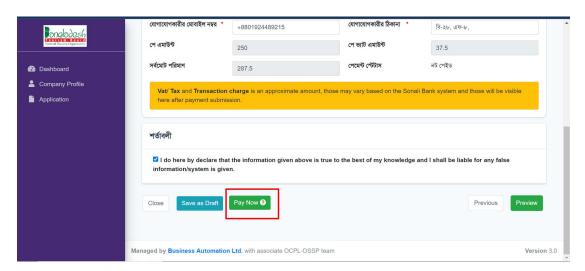




20. Check your payment section



21. Click (Pay Now) for completing your first payment



Once you've made your initial payment, your application will start processing. If all your documents and information are in order, you'll receive a notification to submit the registration fee and service fee. Once you've submitted these fees, the Registration Authority will issue you a certificate.

22. Here is the Registration Certificate



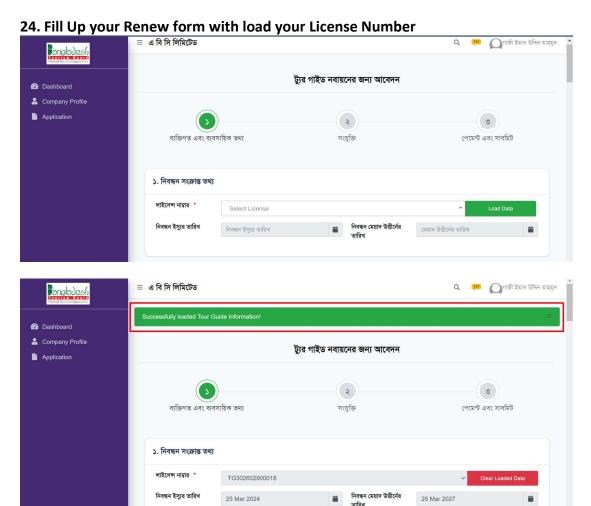


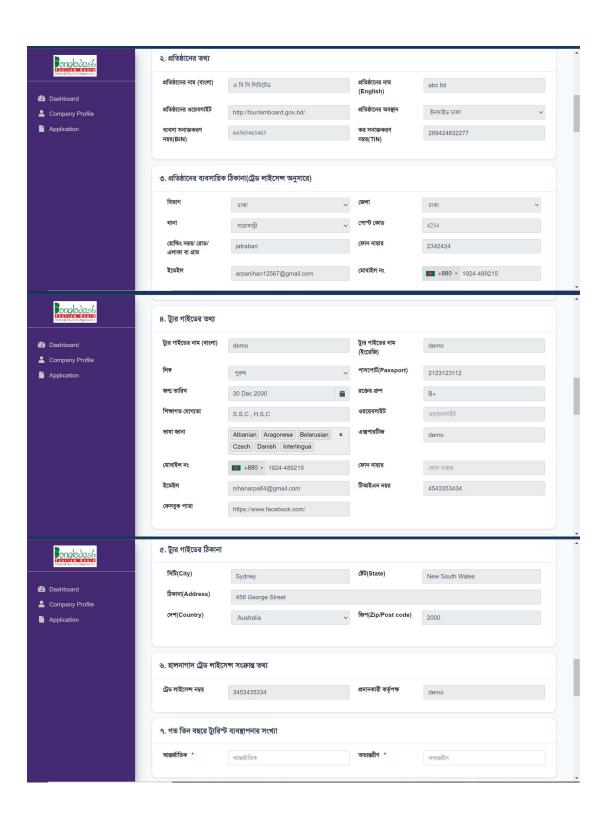
TERMS OF CERTIFICATE OF REGISTRATION:

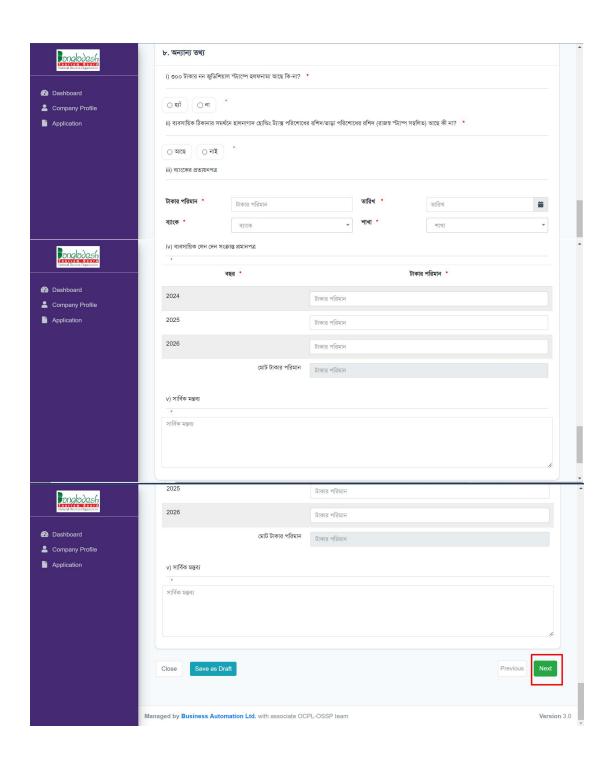
- $\boldsymbol{1}$. The tour guide's actions and behavior must comply with all applicable laws and rules.
- 2 . It is necessary to abide by the rules and regulations, notification orders, and terms of the registration certificate that the government occasionally issues.
- 3 . To be obligated to give the visitor the service that was promised
- 4 . Shall not use deception or provide misleading information.
- 5 . No unlawful activity relating to the tour guide may be carried ou
- $\boldsymbol{6}$. No form of harassment of tourists is allowed.
- 7. An identification card bearing the registration certificate number shall be carried, and a copy of the registration certificate should be kept on display in the office.
- 8 . Shall avoid from all unlawful action
- 9 . No tour-guiding-related activities may be carried out if the registration certificate is canceled.
- 10 . The tour guide's obligations as outlined in these guidelines must be appropriately fulfilled, and the code of conduct must be strictly adhered to.

23. Click Renew, If you want renew service, Click Renew

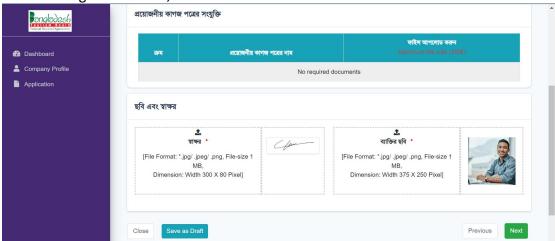




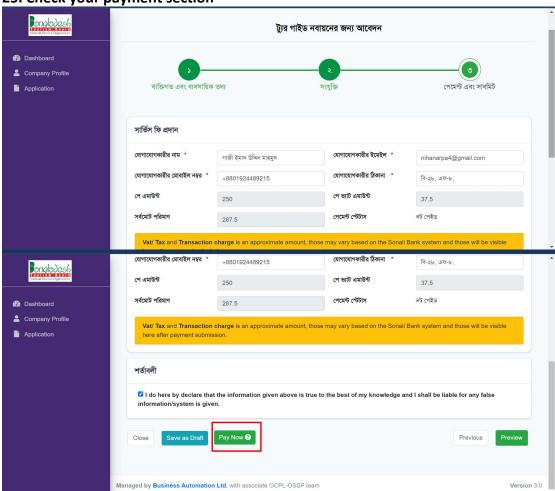




After clicking next button,



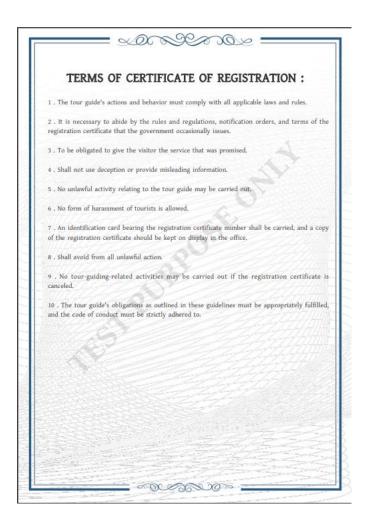
25. Check your payment section



Once you've made your initial payment, your application will start processing. If all your documents and information are in order, you'll receive a notification to submit the renew fee and service fee. Once you've submitted these fees, the Registration Authority will issue you a certificate.

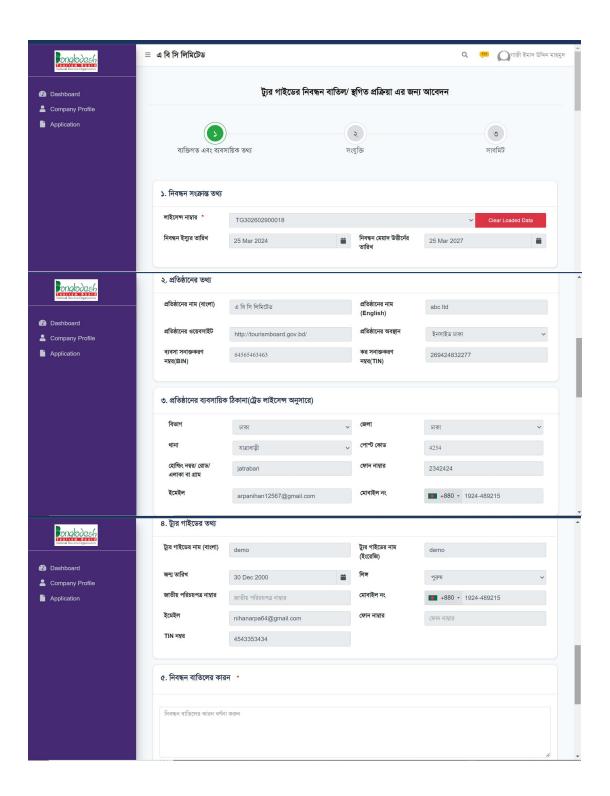
Here is the Renew Certificate,

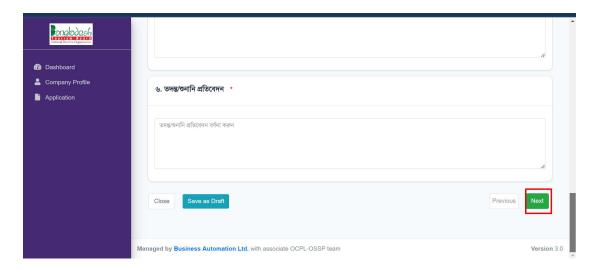




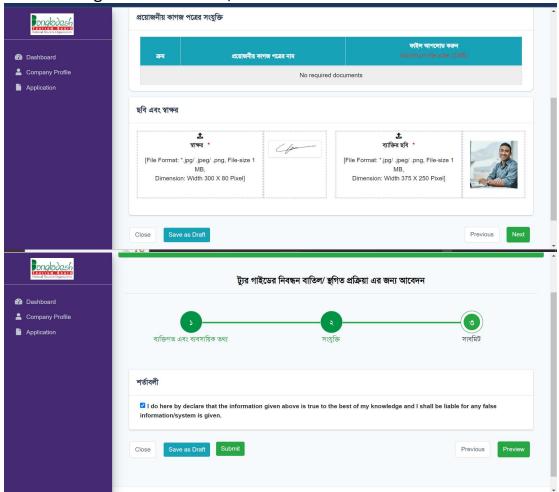
Here is the Cancellation Service,





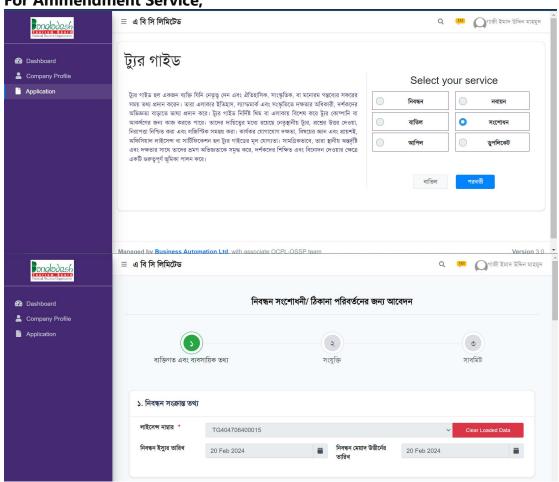


After clicking the Next button,

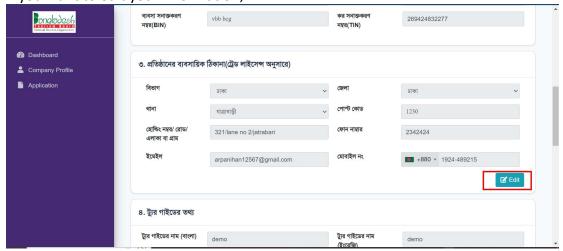


After clicking submitting button, your application will start processing. If all your documents and information are in order, you'll receive a notification for your application cancellation service.

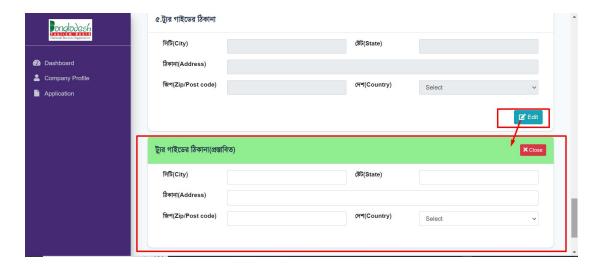
For Ammendment Service,



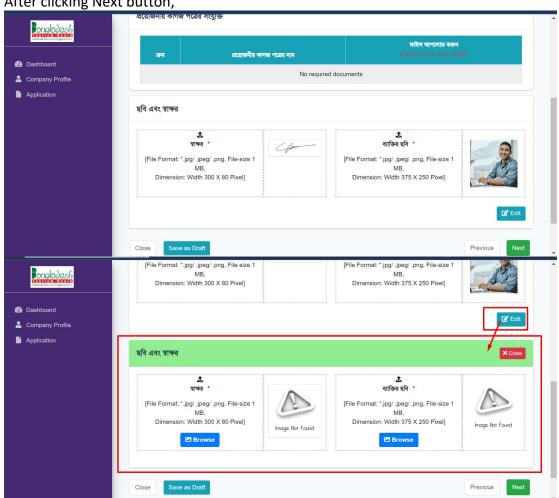
If you want to edit your information,

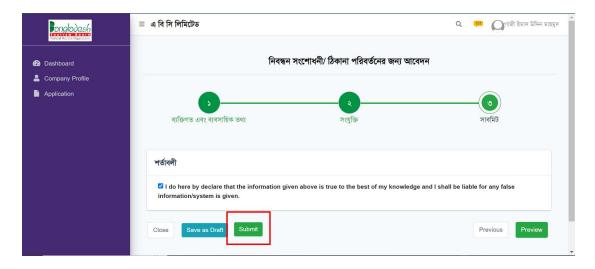


After clicking edit button, you will get this form for updating your information, হোন্ডিং নম্বর/ রোড/ এলাকা বা গ্রাম 321/lane no 2/jatrabari 2342424 onglodesh ইমেইল মোবাইল নং +880 - 1924-489215 arpanihan12567@gmail.com Dashboard Company Profile Application প্রতিষ্ঠানের ব্যবসায়িক ঠিকানা(ট্রেড লাইসেন্স অনুসারে) (প্রস্তাবিত) বিভাগ ঢাকা ঢাকা পোস্ট কোড * হোন্ডিং নম্বর/ রোড/ এলাকা বা গ্রাম * ফোন নাম্বার * 321/lane no 2/jatrabari 2342424 **■** +880 ▼ 1924-489215 arpanihan12567@gmail.com ৪. ট্যুর গাইডের তথ্য angladesh ৪. ট্যুর গাইডের তথ্য ট্যুর গাইডের নাম (ইংরেজি) ট্যুর গাইডের নাম (বাংলা) demo Company Profile পাসপোর্ট(Passport) Application জন্ম তারিখ রক্তের গ্রুপ 30 Dec 2000 B+ শিক্ষাগত যোগ্যতা ওয়য়েবসাইট S.S.C ভাষা জানা এক্সপারটিজ Afrikaans Albanian Aragonese মোবাইল নং +880 + 1924-489215 ফোন নাম্বার ইমেইল টিআইএন নম্বর 4543353434 nihanarpa64@gmail.com ফেসবুক পাতা https://www.facebook.com/ **☑** Edit angladesh ট্যুর গাইডের তথ্য(প্রস্তাবিত) ট্যুর গাইডের নাম (ইংরেজি) ট্যুর গাইডের নাম (বাংলা) Company Profile লিঙ্গ পাসপোর্ট(Passport) Application জন্ম তারিখ 30 Dec 2000 ওয়য়েবসাইট * শিক্ষাগত যোগ্যতা * এক্সপারটিজ 📩 Afrikaans × Albanian × Aragonese × মোবাইল নং * ফোন নাম্বার * +880 + 1924-489215 ফোন নাম্বার ইমেইল * টিআইএন নম্বর nihanarpa64@gmail.com 4543353434 ফেসবুক পাতা https://www.facebook.com/



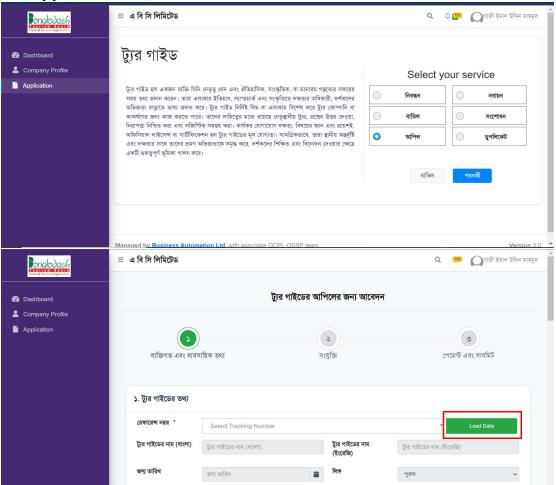
After clicking Next button,

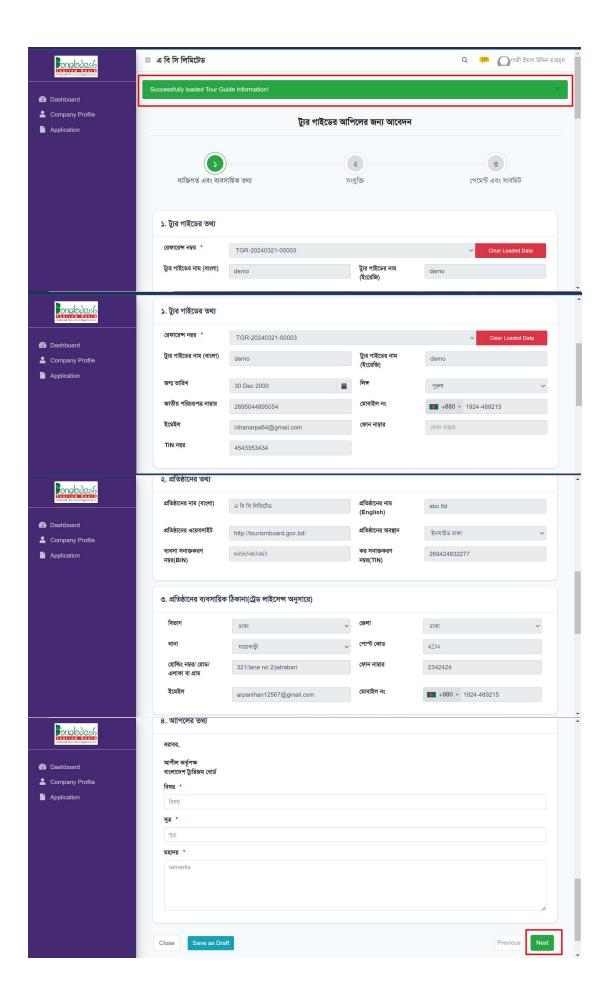


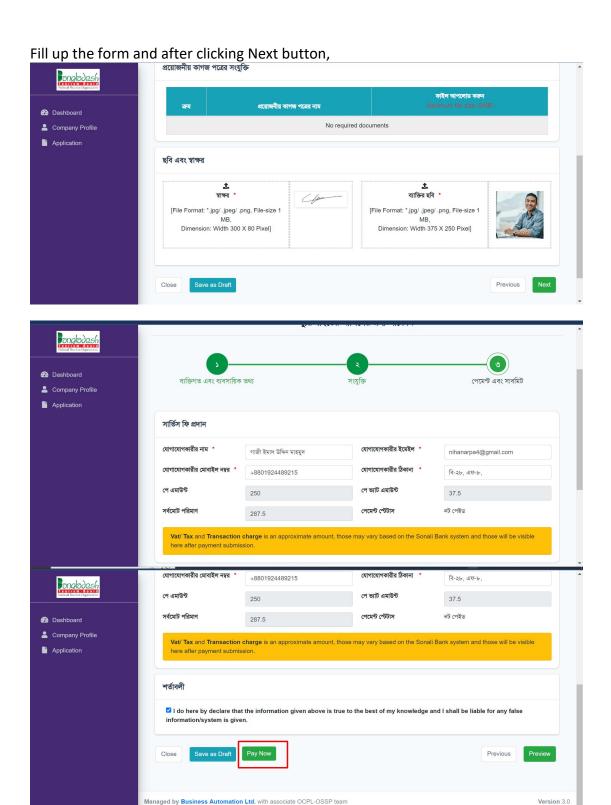


After clicking submitting button, your application will start processing. If all your documents and information are in order, you'll receive a notification for your ammendment service.

For Appeal Service,

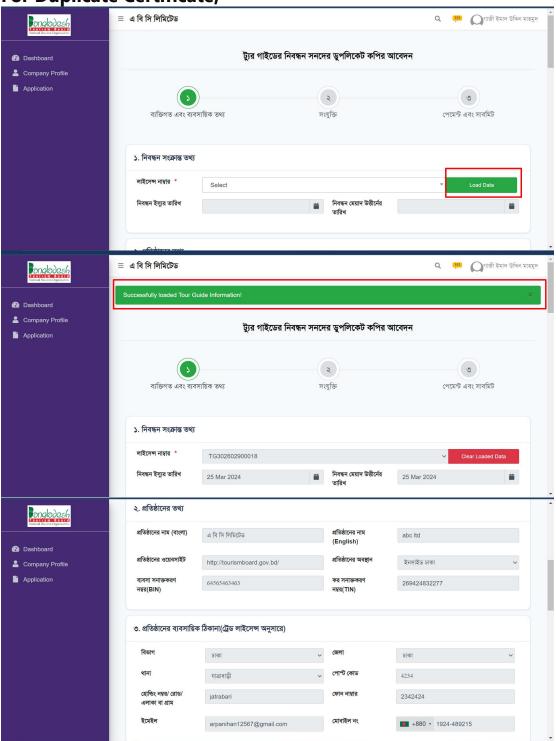


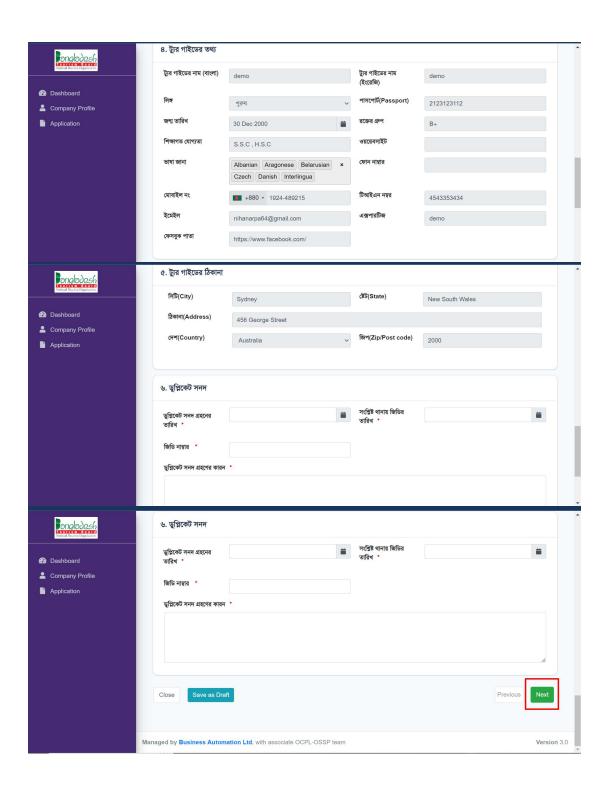




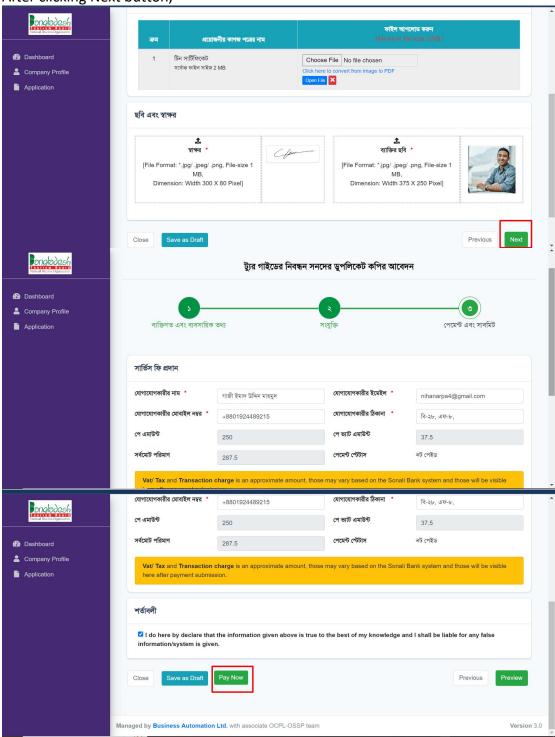
Once you've made your Appeal payment, your application will start processing. If all your documents and information are in order, you'll receive a notification for your appeal service.

For Duplicate Certificate,





After clicking Next button,



Once you've made your Duplicate Certificate payment, your application will start processing. If all your documents and information are in order, you'll receive a notification for your Duplicate certificate service. And the Registration Authority will issue you a Duplicate Certificate.

THANK YOU