Partner Collaboration Information Form

Resorts • Hotels • Houseboats • Cruises • Other Travel Services

Form No: ..... *Date:* DD/MM/YYYY *Proposed Partner Code:* .....

01 ORGANIZATION AND CONTACT INFORMATION

Organization Name: .....

Business Type: [ ] Resort [ ] Hotel [ ] Houseboat [ ] Cruise [ ] Tour Operator [ ] Other: .....

Full Address: .....

District: ..... Website / Facebook Page: .....

Contact Person & Designation: .....

Mobile: ..... WhatsApp: ..... Email: .....

Trade License / Registration No. (if applicable): .....

TIN / BIN (if applicable): ..... Year Established: .....

02 SERVICE DETAILS AND CAPACITY

Main Services: .....

Location / Destination: .....

Number of Rooms / Units / Cabins: ..... Maximum Capacity: .....

Service Category: [ ] Budget [ ] Standard [ ] Premium [ ] Luxury [ ] Family [ ] Corporate [ ] Group

Available Facilities: [ ] AC [ ] Wi-Fi [ ] Meals [ ] Parking [ ] Generator [ ] Security [ ] Life Jackets

Other Facilities / Special Attractions: .....

Operating Period / Season: .....

(Please attach photos, videos, rate cards, menus, and room/cabin details, as applicable.)

03 PROPOSED COLLABORATION WITH GOPHI TRAVELS

Type of Collaboration: [ ] Net Rate [ ] Commission-Based [ ] Corporate Booking [ ] Group Booking [ ] Package Development [ ] Exclusive Offers [ ] Other: .....

Proposed Special Benefits / Offers for GoPhi: .....

Target Customers: [ ] Individuals / Couples [ ] Families [ ] Groups [ ] Corporate [ ] International Tourists [ ] Other

Expected Collaboration Start Date: ...../...../.....

Person Responsible for Communication and Bookings: .....

#Go Far, Feel Phi

04 PRICING, COMMISSION & PAYMENT TERMS

Service / Category	Regular Price	GoPhi Net Rate / Commission	Terms / Notes

Payment Due: [ ] Upon Booking Confirmation [ ] At Check-in [ ] After the Trip

Payment Method: [ ] Bank Transfer [ ] Mobile Financial Service [ ] Other.....

Payment Details: .....

Bank Account Details: .....

bKash / Nagad Number: .....

Rates Valid Until: .....

05 BOOKING, CANCELLATION, REFUND AND CHANGE POLICY

Booking Confirmation Procedure and Required Information: .....

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Advance / Deposit Amount: ..... Remaining Payment Deadline: .....

Cancellation Deadline & Charges: .....

Date Change / Name Change / No-show Policy: .....

Policy for Weather, Natural Disasters, Suspension of Vessel/Cruise Operations, or Other Unavoidable Events: .....

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Expected Time for Refund Approval and Processing: .....

Special Conditions (children, extra guests, meals, check-in/check-out, fuel/port charges, etc.): .....

06 SERVICE STANDARDS, SAFETY AND CUSTOMER COMPLAINTS

The partner shall provide services, facilities, and prices as confirmed at booking and promptly inform GoPhi of any changes.

The service provider is responsible for maintaining applicable licenses, permits, safety measures, and legal compliance.

For houseboats / cruises: [ ] Life Jackets [ ] Required Safety Equipment [ ] Trained Crew [ ] Relevant Permits / Documents

Emergency / On-site Representative: .....Mobile: .....

Complaint Reporting Procedure and Resolution Timeline: .....

Any accident, safety risk, or service disruption must be reported to GoPhi immediately.

07 PERMISSION FOR PROMOTION, BRANDING AND USE OF INFORMATION

Permission to use the organization's name, photos, and service information on GoPhi Travels' website, social media, proposals, and customer communications: [ ] Permission Granted [ ] Prior Approval Required [ ] Permission Not Granted

Written approval required before publishing promotional prices/offers: [ ] Yes [ ] No

Special Conditions for Use of Logo / Photos / Descriptions: .....

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08 GENERAL COLLABORATION TERMS

1. The partner organization is responsible for ensuring that the information provided in this form is accurate and up to date.
2. Prices, availability, payment, cancellation, and refund terms for each booking must be confirmed in writing.
3. Neither party may make commitments, offer discounts, or create obligations in the other party's name without written permission.
4. Customer personal information must be used only as necessary for booking and service delivery and must be kept confidential.
5. Information provided to customers and promotional claims must be consistent with the actual services delivered.
6. Where necessary, a separate written agreement / MOU may be executed before collaboration begins. This form alone does not constitute a complete commercial agreement.
7. Any dispute will first be addressed through discussion. If necessary, the applicable law and jurisdiction specified in a separate agreement will apply.

09 SUPPORTING DOCUMENTS CHECKLIST

[ ] Trade License / Applicable Registration [ ] Organization Profile [ ] Rate Card [ ] Service / Room / Cabin Photos

[ ] Bank / Payment Details [ ] Safety / Permit Documents (if applicable) [ ] Other: .....

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10 DECLARATION & SIGNATURES

I/We declare that the information provided above is true and correct to the best of my/our knowledge and belief. I/We have reviewed the proposed collaboration terms and agree to confirm the final commercial terms in writing.

For the Partner Establishment	For GoPhi Travels
Name:	Name: .....
Designation:	Designation: .....
Signature:	Signature: .....
Date: DD/MM/YYYY	Date: DD/MM/YYYY
Seal	Seal