



Record Keeping Checklist for Itineraries

An ADS ITO must provide ADS Tour Services to ADS Tourists in accordance with the relevant ADS Itinerary as submitted to Austrade. (Refer *Interim Compliance Requirements* for full details). To comply with this requirement, an ITO is advised to maintain full and proper records, books and accounts for ADS tours conducted and administered, including (but without limitation) records of all commissions and other benefits received in respect of each ADS tour. Austrade will conduct random checks on ADS itineraries and request for corroborating receipts to confirm your compliance with this requirement.

Maintain a file for each ADS tour, include (without limitation) the following information:	
The unique tour ID number for the ADS tour package	☐
The name and contact details of the ADS OTO for the ADS tour	☐
The number of ADS tourists on the tour	☐
The original itinerary as sold by the ADS OTO to ADS tourists, uploaded to AccessADS before the ADS group's arrival in Australia	☐
The names and contact details of the tour leader and tour guide used for the ADS tour	☐
A list or copies of all invoices and credits issued by the ADS ITO for the ADS tour with dates, amounts and reference numbers	☐
A list of all amounts received by or credited to the ADS ITO for the ADS tour from the ADS OTO, the Australian suppliers, retail shopping outlets and other persons for the ADS tour, with the date, amount and currency of receipt, or credit, a reference number, banking details. (Records of payments received from the ADS OTO must identify the ADS tour to which the payment relates)	☐
A list or copies of all invoices and credits issued to the ADS ITO by Australian suppliers for the ADS tour with dates, amounts and reference numbers	☐
All payments made or credits issued by the ADS ITO to Australian suppliers for the ADS tour with dates, amounts and reference numbers	☐
All agreements signed by ADS tourists on the ADS tour in relation to organised shopping and / or optional inclusions, as required by Article 35 of the Tourism Law of the People's Republic of China, as amended from time to time	☐

Itinerary changes and amendments:	
Written record (such as emails, screenshot of messages, file notes) of any circumstances beyond the control of the ADS ITO that led to any itinerary change or amendment.	☐
A list or copies of all invoices and credits issued by the ADS ITO for the itinerary change or amendment with dates, amounts and reference numbers	☐
A list or copies of all invoices and credits issued to the ADS ITO by Australian suppliers for the itinerary change or amendment with dates, amounts and reference numbers	☐
All payments made or credits issued by the ADS ITO to Australian suppliers for the with itinerary change or amendment dates, amounts and reference numbers	☐
The final amended itinerary for the ADS tour, uploaded to AccessADS within 72 hours of the ADS group's departure from Australia	☐