

## Norms for RTSA agents – 01.02.2017

1. Such RTSA's as are desirous of transacting through IRCTC should write to IRCTC along with Zonal Railways letter already available with RTSA's confirming that the party is an authorized RTSA. After confirming that the party is an authorized RTSA, IRCTC may enter into a formal agreement with the RTSA. The agreement will include acceptance of the terms & conditions for using IRCTC's website for booking tickets. RTSA will pay a onetime fee of Rs.10,000/- (Integration charges ) with 14.5% service tax + Rs. 10,000/-(security deposit ) (through online transfer (RTGs/NEFT) or through demand draft in favor of IRCTC Payable at New Delhi) to IRCTC of which Rs. 10,000/- will be refundable if agent/member voluntarily withdraws from the arrangement with IRCTC.

2. The licence shall be valid for a period of three years from the date of its issue

3. All such RTSAs will be required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC.

4. The licence shall, unless the competent authority, for reasons to be recorded in writing, otherwise decides, be renewable for a period of three years on payment of annual renewal fee of Rs.10,000/- and the service tax as applicable.

### 5. **Charges Applicable**

Maximum charges which can be levied on the customer are as follows:

IRCTC Service Charge Plus service tax as applicable		Agent Service Charge (Inclusive of services Tax)		Total (IRCTC + Agent)	
Sleeper	AC	Sleeper	AC	Sleeper	AC
0 + Service Tax	0 + Service Tax	Rs. 20	Rs. 40	20 + Service Tax on IRCTC's Service charges	40 + Service Tax on IRCTC's Service charges

The agent service charges are inclusive of Service Tax. Service Tax as applicable should be shown separately in the receipt issued by the Second Party. These charges are as fixed by Indian Railways and are liable to change without notice at any point of time.

### **LIST OF DOCUMENTS TO BE SUBMITTED BY RTSA**

1. Agreement with photo on a 100/- Rupees stamp paper of Delhi (Every Page should be self attest & stamped).
2. DD of Rs. 20,000/- + Service Tax Applicable. ( In favor of IRCTC, payable at New Delhi) or online transfer
3. Registration Form (Hard Copy)  
Soft Copy of Registration Form - MS word and PDF format through mail -rtsa@irctc.co.in
4. Class III Personal Digital Certificate (in .CER format through mail - rtsa@irctc.co.in)
5. Letter from concerned Zonal Railways
6. Pan Card Photocopy of Individual or Company and scan copy through mail - rtsa@irctc.co.in
7. Self attested copy of previous year Income Tax Return.
8. Scan copy of Address Proof through mail - rtsa@irctc.co.in

### **Additional documents**

1. Memorandum & Articles of Association (In case of Pvt. Ltd. companies)
2. Minutes of Board Meeting (In case of Pvt. Ltd. companies)
3. List of Directors (In case of Pvt. Ltd. companies)
4. Authorization letter or Resolution Certificate. (With signature of other director or Partners).
5. Affidavit on a 10/-Rupees Stamp Paper with notary attestation. (In case of Proprietor)
6. Deed of Partnership (In case of partnership)
7. List of Partners (In case of partnership)
8. Authorization Letter (In case of partnership)