

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Types: Resorts, Hotels, Guesthouses & Safari Vessels



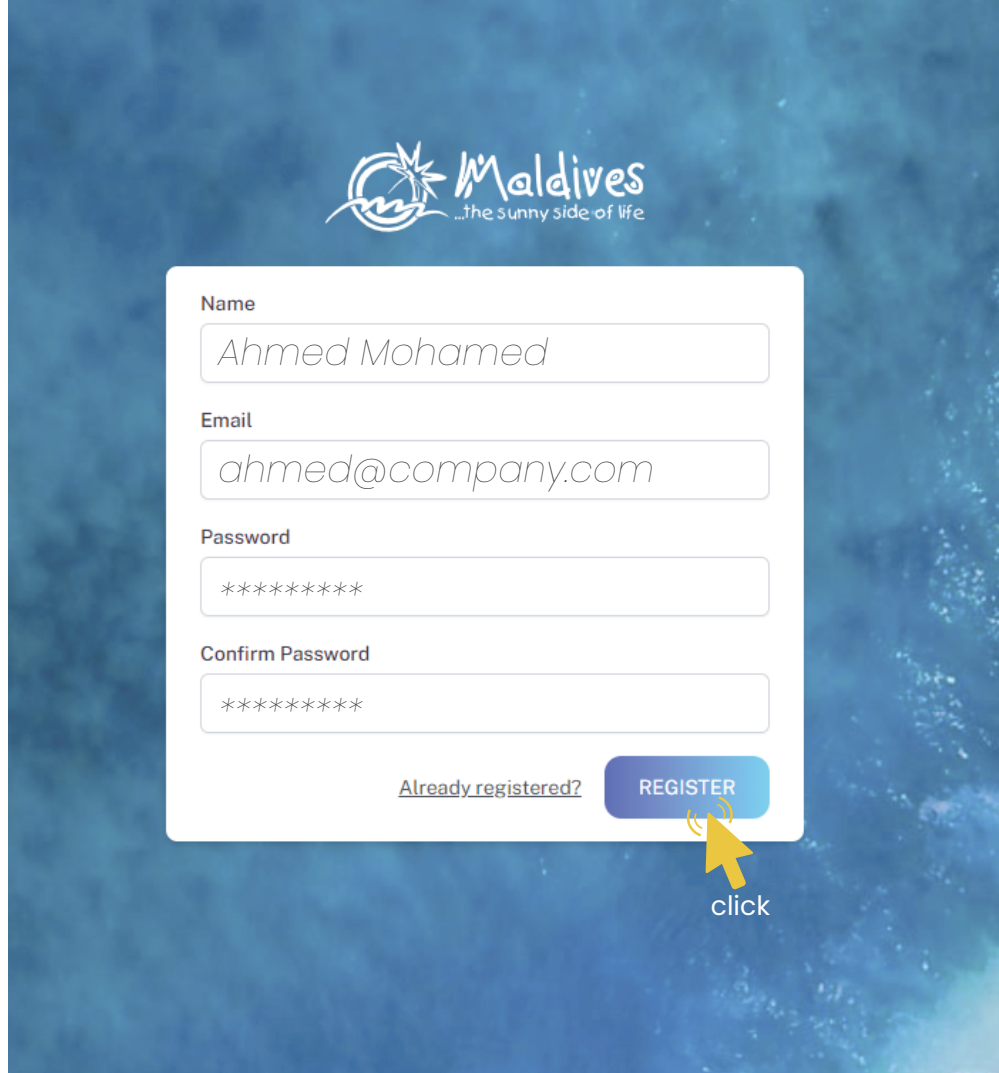
Become a Member

Member Types: Resorts, Hotels, Guesthouses & Safari Vessels

Step 1 - Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



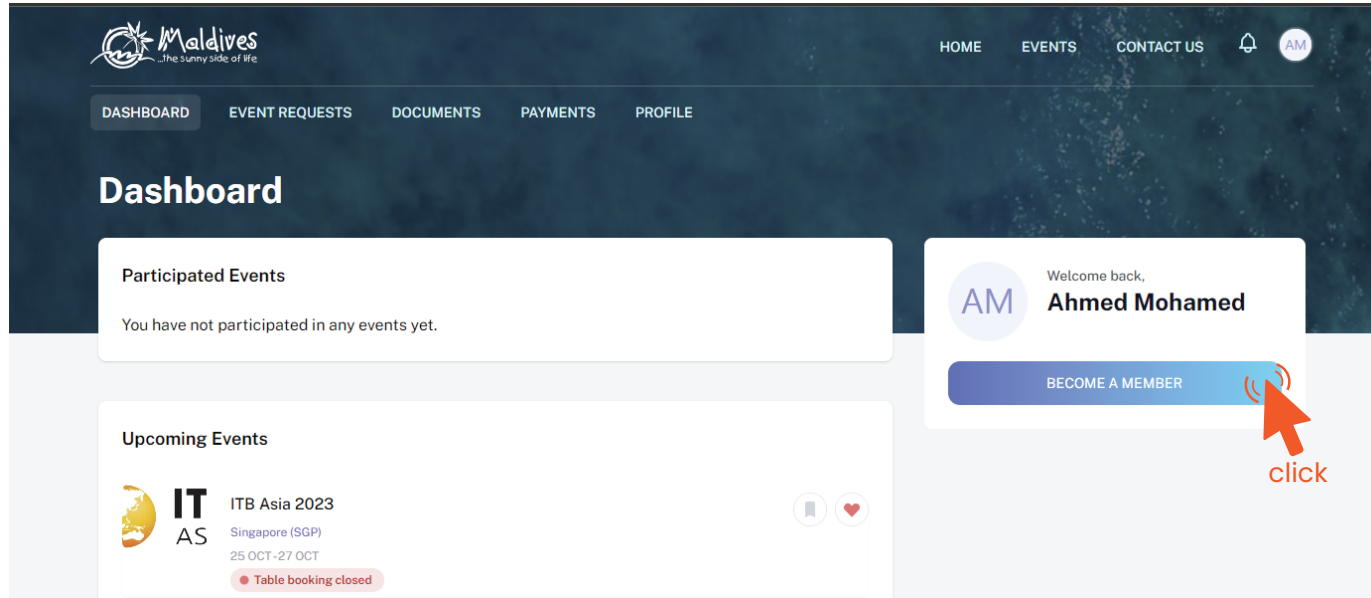
The registration form is displayed on a blue background. It includes fields for Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). There is a link for 'Already registered?' and a 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 - User Dashboard

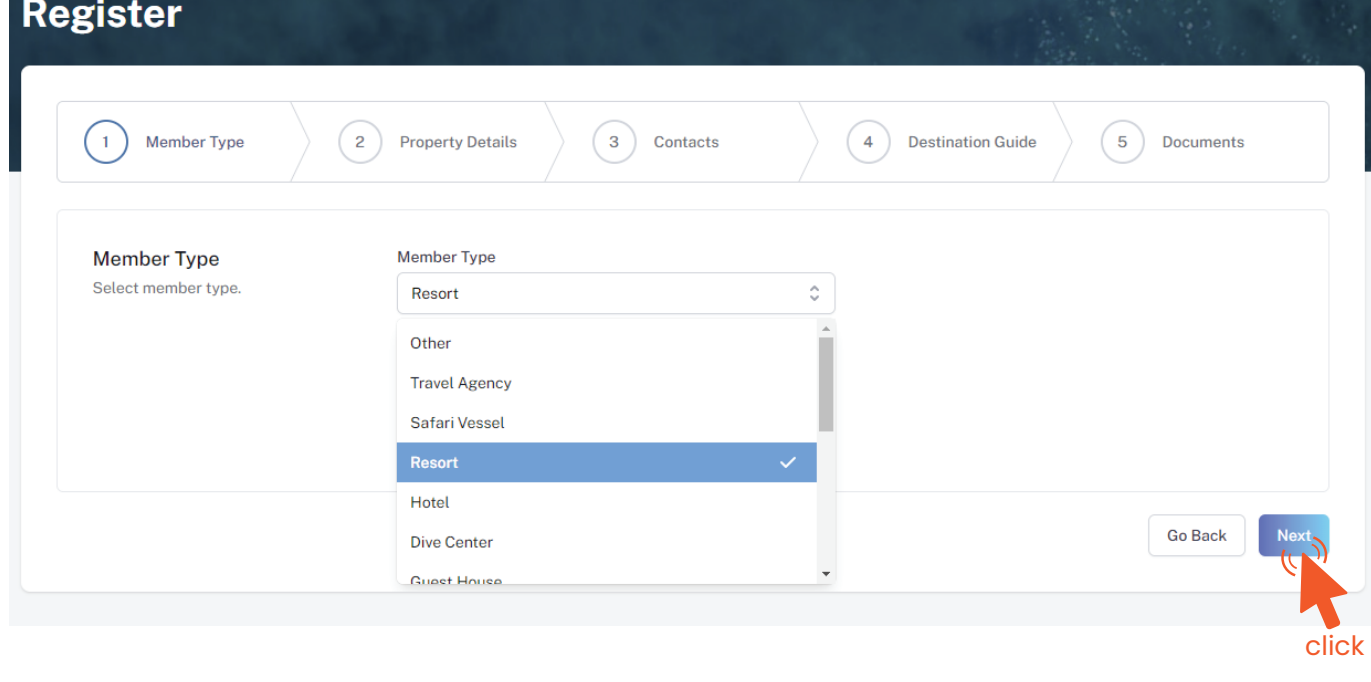
Click on **Become A Member**, button as shown in the image below.



The user dashboard is shown with a dark blue header. The main content area has a 'Dashboard' title. There are sections for 'Participated Events' (You have not participated in any events yet.) and 'Upcoming Events' (ITB Asia 2023, Singapore (SGP), 25 OCT - 27 OCT, Table booking closed). On the right, there is a 'Welcome back, Ahmed Mohamed' message and a 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the text 'click'.

Step 3 - Select Member Type

From the drop-down list select the member type (Resort, Hotel, Guesthouse or Safari Vessel) and press Next



The 'Register' form is shown with a progress bar at the top: 1 Member Type, 2 Property Details, 3 Contacts, 4 Destination Guide, 5 Documents. The 'Member Type' section has a dropdown menu with options: Resort, Other, Travel Agency, Safari Vessel, Resort (selected), Hotel, Dive Center, Guest House. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 - Enter Property Details & Business Information Details.

Property Details

These details can be found in the operating license issued by the Ministry of Tourism.

Property Name - **Example: AMI Resort & Spa Maldives**

Property Name must be as in the Operating License issued by the Ministry of Tourism.

Registry Number - **Example: TH-XX**

Registry Number must be as in the Operating License issued by the Ministry of Tourism.

Operating License Number - **Example: 8X-QARS-TH-XXXX-XX**

Operating License Number must be as in the Operating License issued by the Ministry of Tourism.

Issued Date - **Example: 29-10-2018**

Issued Date must be as in the Operating License issued by the Ministry of Tourism.

Expiry Date - **Example: 29-10-2030**

Expiry Date must be as in the Operating License issued by the Ministry of Tourism.

Issued Institution - **Example: Ministry of Tourism**

Select Ministry of Tourism as issued institution in the case of Resorts, Hotels, Guesthouses & Safari Vessels

Number of Rooms - **Example: 109**

Number of rooms must be as in the Operating License issued by the Ministry of Tourism.

Number of Beds - **Example: 218**

Number of beds must be as in the Operating License issued by the Ministry of Tourism.

Business Information

These details can be found in the business registration certificate issued by Ministry of Economic Development

Business Name - **Example: AMI Private Limited**

Business name is usually not the same as Property Name, please ensure that the business name entered is the same as in the **Business Registration Certificate**.

Business Type - **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their ID cards.**

Registration Number - **Example: C-0XXX/2021**

Registration Number must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Date - **Example: 30 - Aug - 2019**

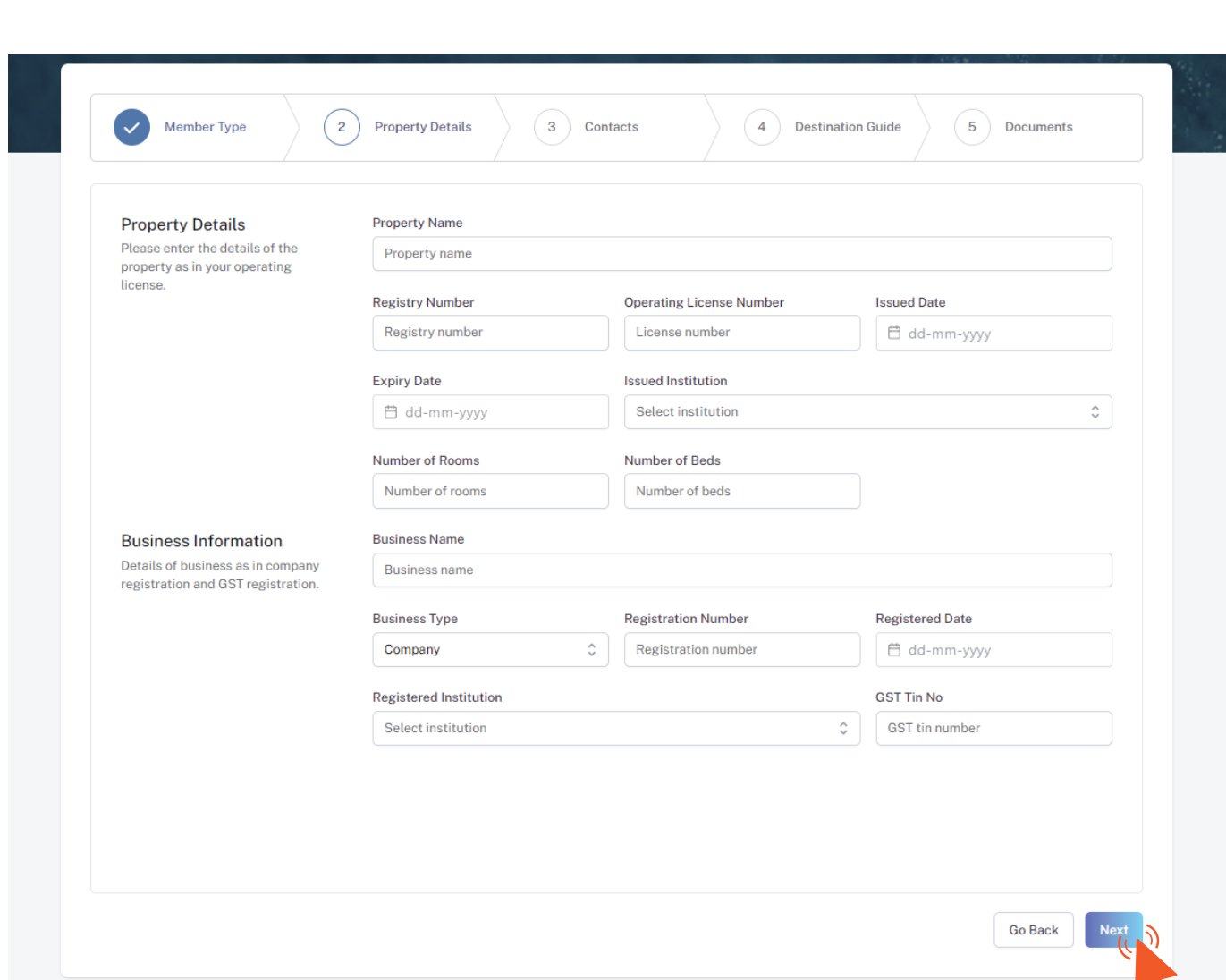
Registered Date must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Institution - **Example: Ministry of Economic Development**

Registered institution will be the Ministry of Economic Development in the case of Resorts, Hotels, Guesthouses & Safari Vessels

GST Tin Number - **Example: 10XXXXXGST00X**

GST Tin Number must be as in the GST Registration Certificate issued by Maldives Inland Revenue Authority (MIRA)



The form is divided into two sections: 'Property Details' and 'Business Information'. The 'Property Details' section includes fields for Property Name, Registry Number, Operating License Number, Issued Date, Expiry Date, and Issued Institution. The 'Business Information' section includes fields for Business Name, Business Type, Registration Number, Registered Date, Registered Institution, and GST Tin No. There are 'Go Back' and 'Next' buttons at the bottom. A red arrow points to the 'Next' button with the text 'click'.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address **Example: Royal Beach, Boduthakurufaanu Magu**
Current address of the Resort/Hotel/Guesthouse/Safari Vessel

Person of Authority
Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same email used to create the member account**).
All updates regarding Membership and all the circulars will be sent to this email

Click **Next**, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click **Next**, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Island

Email

Phone

Website

Go Back

Next

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents include
Business Registration, Operating License and GST Certificate.

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Business Registration

Upload a file

Membership Guide.pdf

Operating License

Upload a file

PNG, JPG, PDF up to 2MB

GST Registration

Upload a file

PNG, JPG, PDF up to 2MB

Other (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Go Back

Submit

Click Submit once all three documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

Documents

Timeline

Status change history

✓Drafted

25-10-23 10:39

⊙Submitted

26-10-23 08:50:24

The request is in pending verification

Submitted

The registration request for 'AMN Resorts & Spa' submitted.

View

Table Booking Closed

Table booking have been closed for the Visit Maldives Fair 2023 event.

View

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

ⓘYour request has been marked incomplete. You may re-draft and submit again.

Re-draft

Timeline

Status change history

✓Drafted

29-10-23 10:12

✓Submitted

01-11-23 12:44:41

The request is in pending verification

✓Incomplete

01-11-23 12:45:05

✓Submitted

01-11-23 12:45:31

The request is in pending verification

⊙Incomplete

01-11-23 12:47:21

Wrong documents submitted.

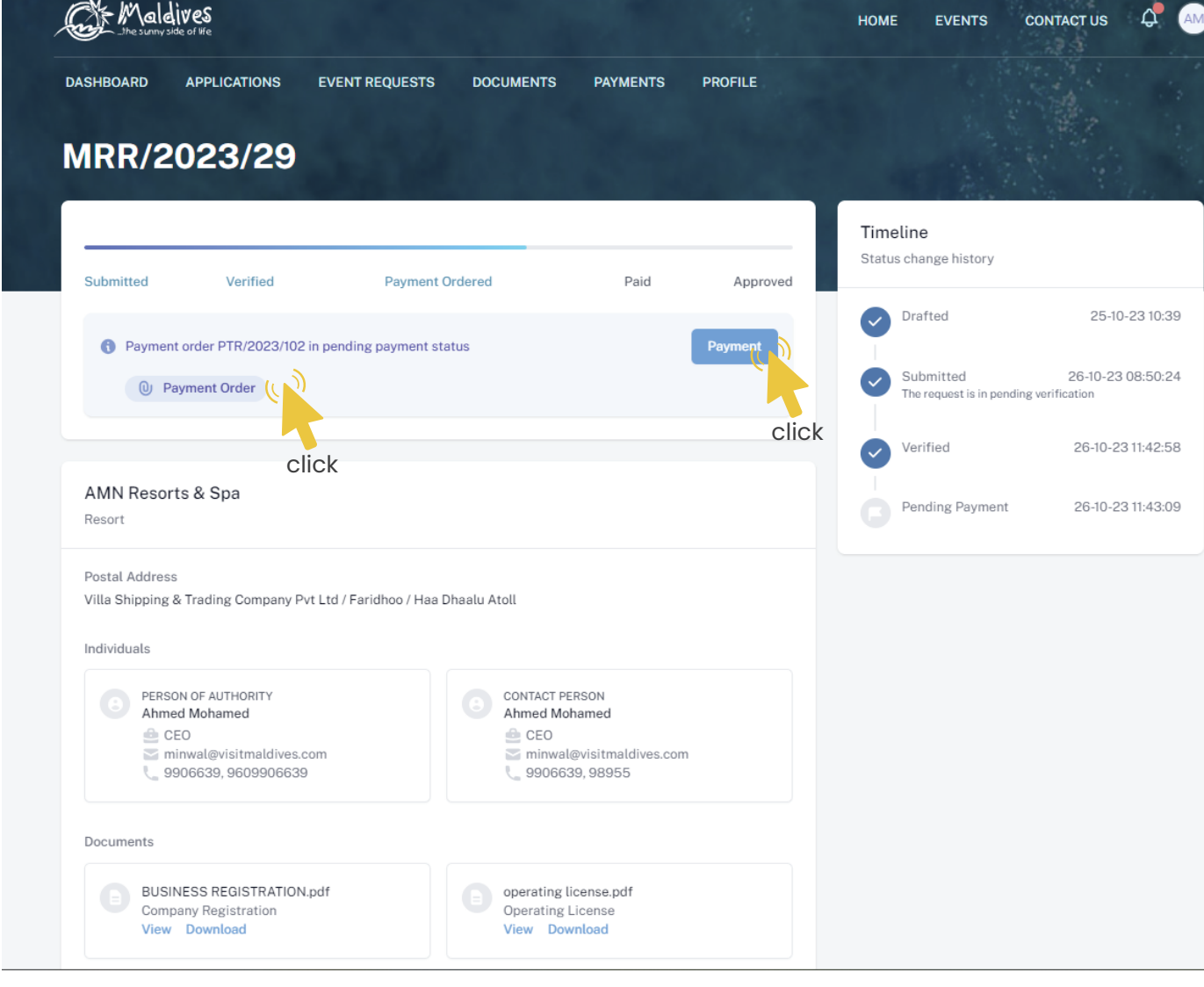
Re-draft Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

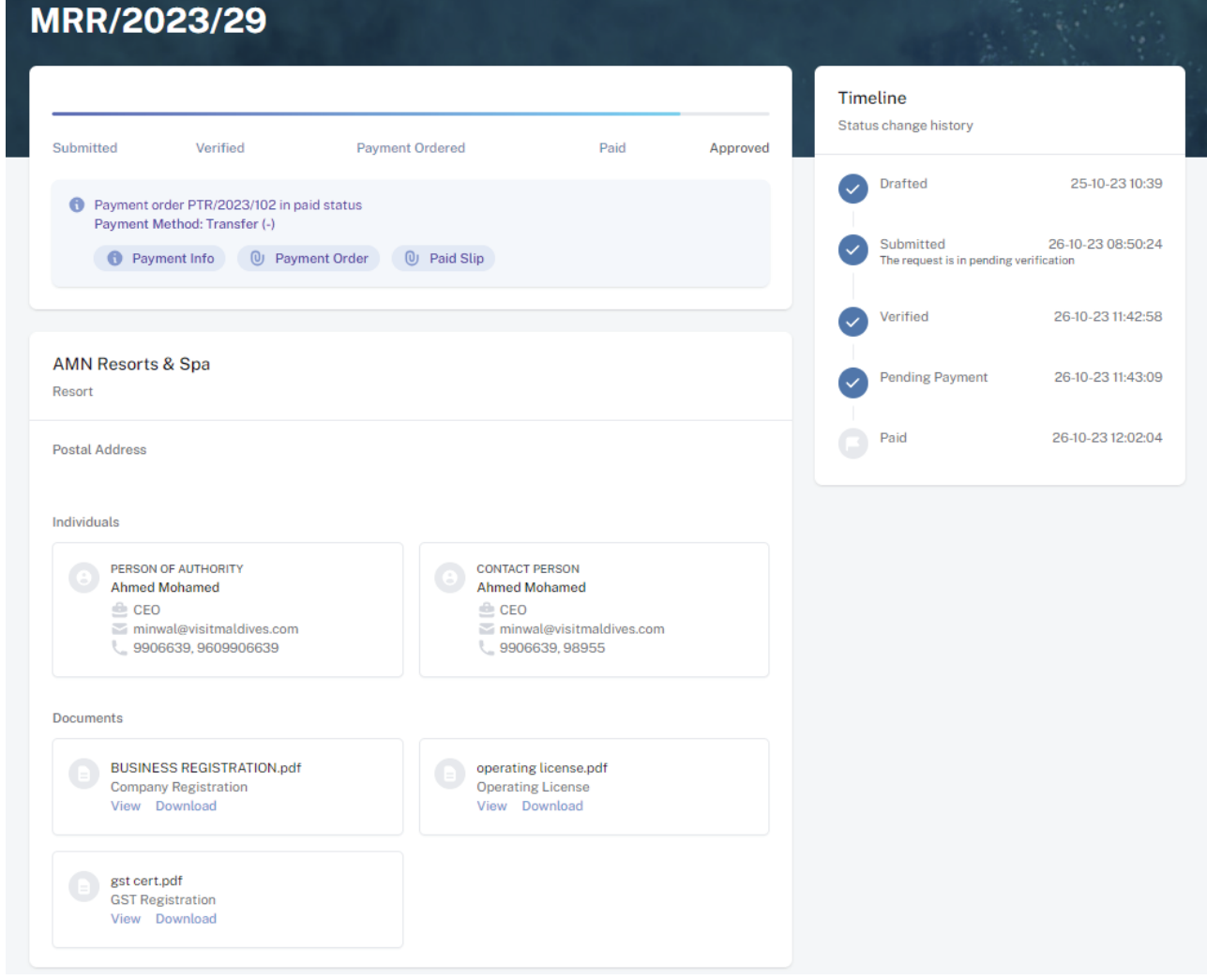
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

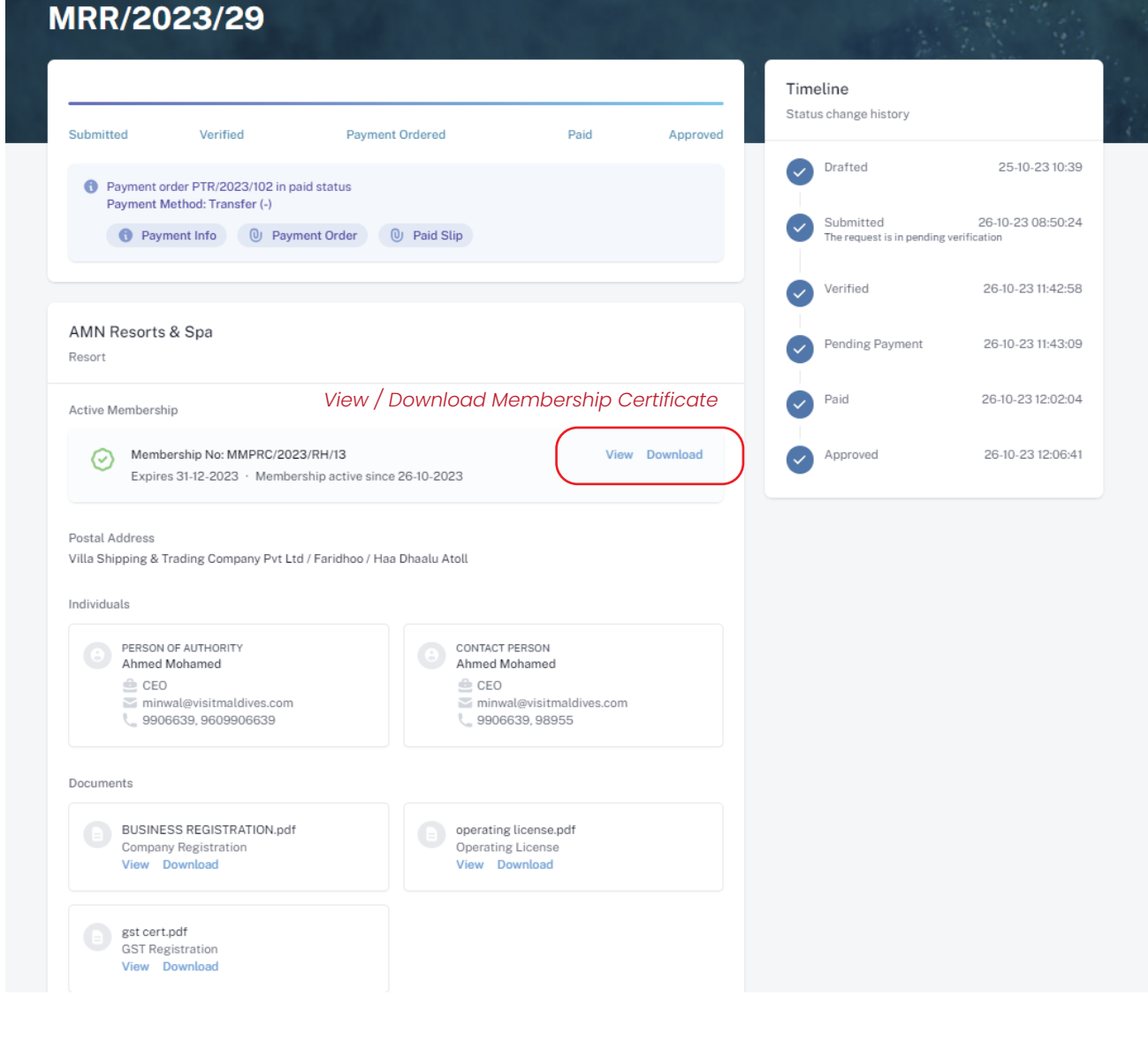
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Types: Travel Agency & Dive Centers



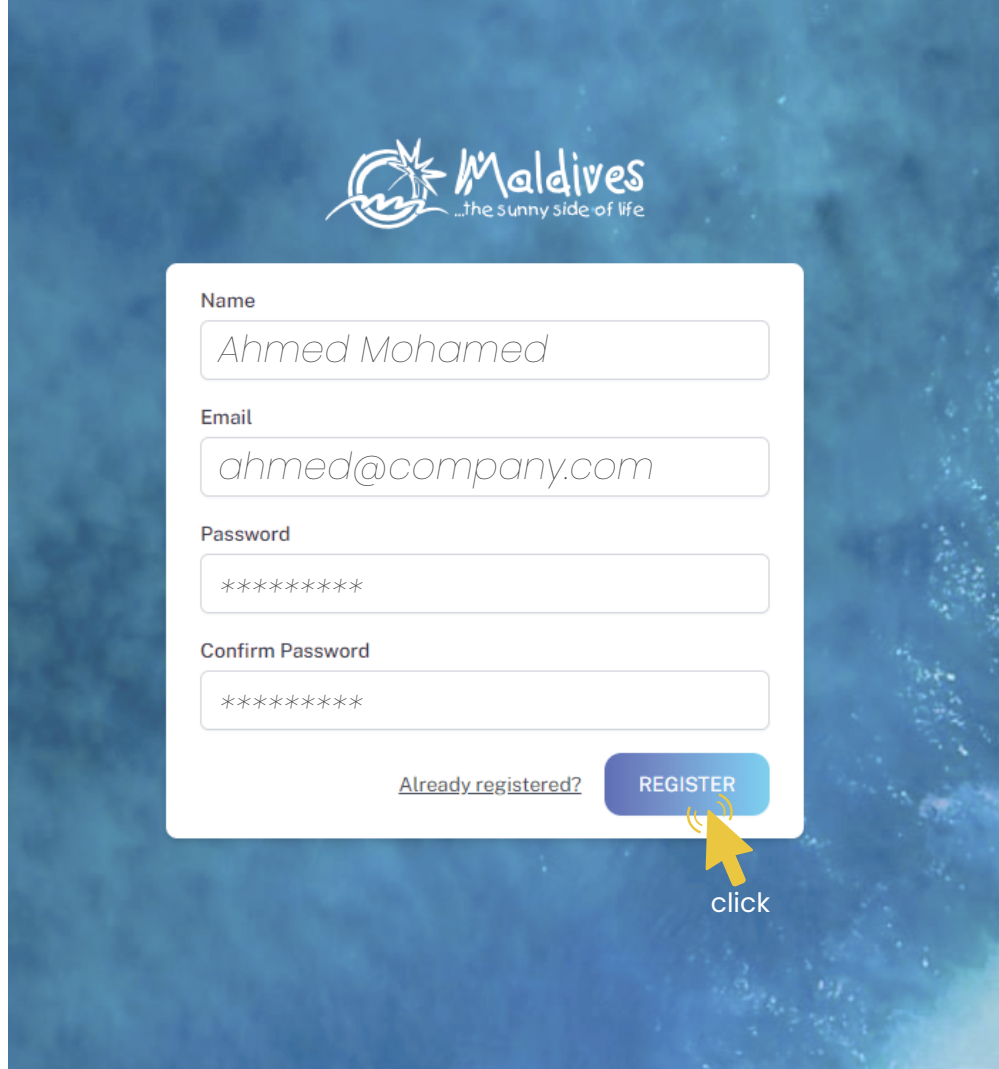
Become a Member

Member Types: Travel Agency & Dive Centers

Step 1 - Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



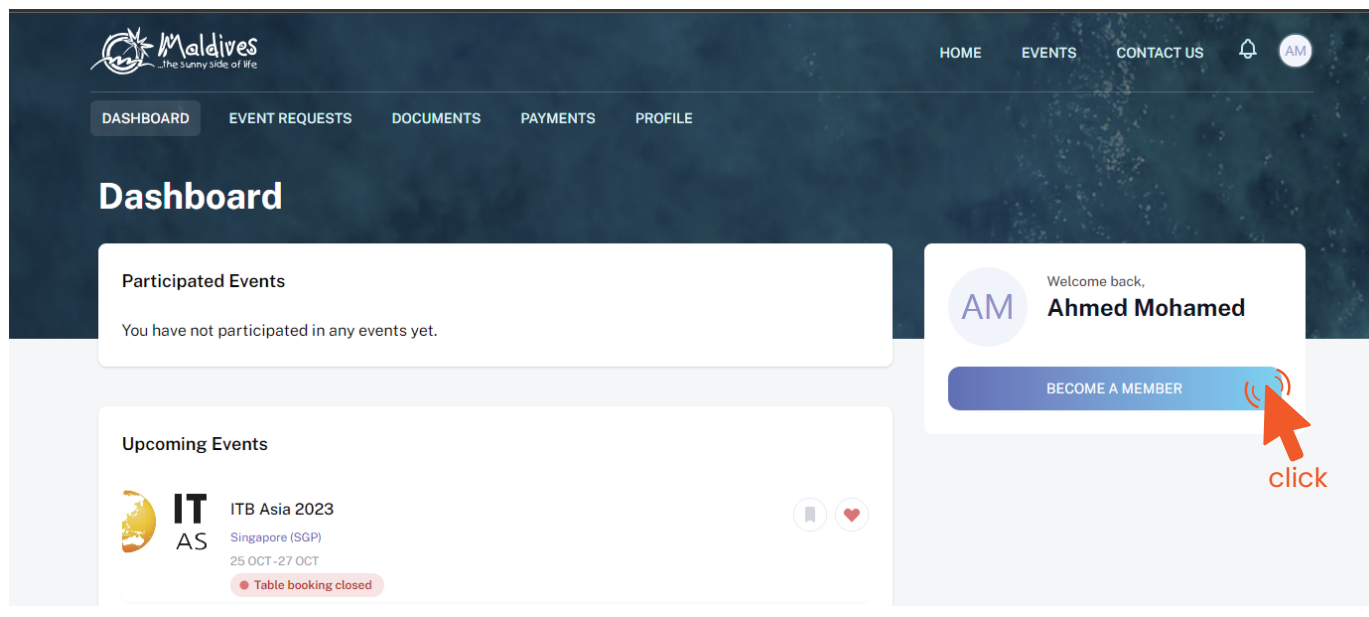
The registration form is displayed on a blue background with a Maldives logo at the top. The form fields are: Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). Below the fields are links for 'Already registered?' and a 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 - User Dashboard

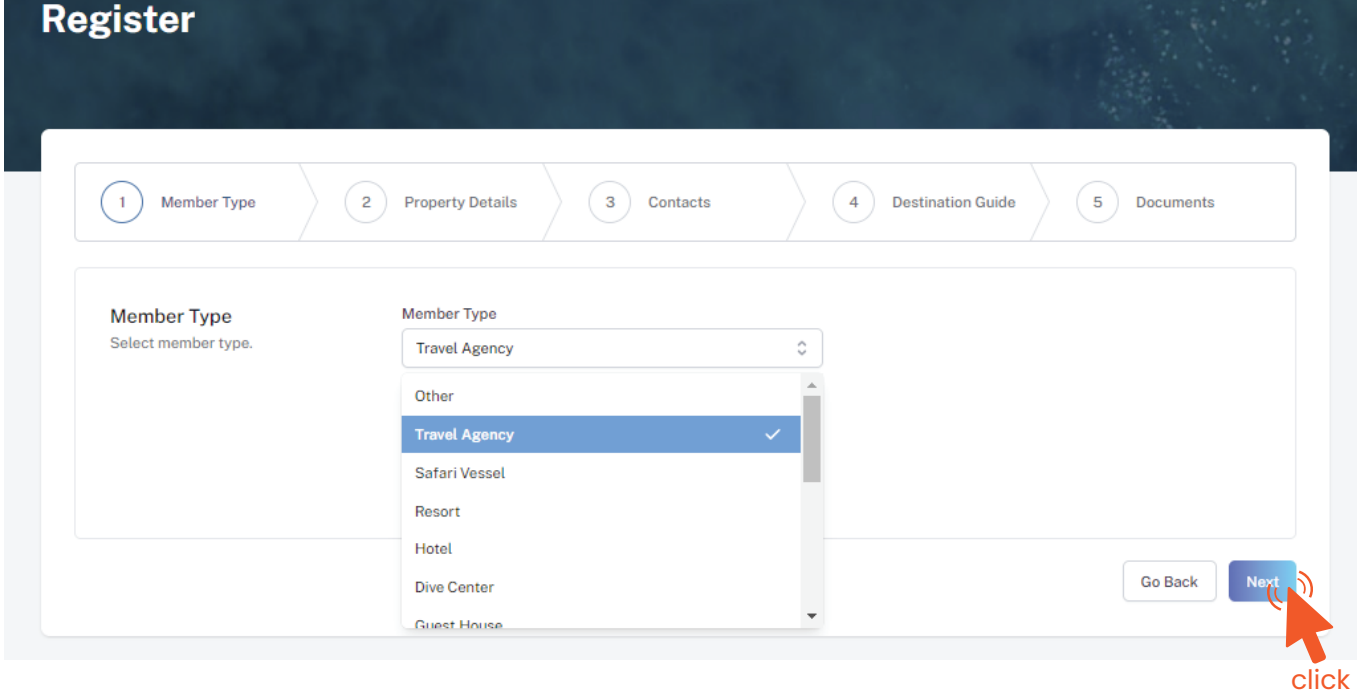
Click on **Become A Member**, button as shown in the image below.



The user dashboard is shown with a dark blue header containing the Maldives logo and navigation links: HOME, EVENTS, CONTACT US, and a user profile icon. Below the header is a navigation bar with links: DASHBOARD, EVENT REQUESTS, DOCUMENTS, PAYMENTS, and PROFILE. The main content area is titled 'Dashboard' and contains two sections: 'Participated Events' (You have not participated in any events yet.) and 'Upcoming Events' (ITB Asia 2023, Singapore (SGP), 25 OCT - 27 OCT, Table booking closed). On the right side, there is a welcome message 'Welcome back, Ahmed Mohamed' and a 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the text 'click'.

Step 3 - Select Member Type

From the drop-down list select the member type (Travel Agency / Dive Center) and press Next



The 'Register' form is shown with a dark blue header and a navigation bar with links: 1 Member Type, 2 Property Details, 3 Contacts, 4 Destination Guide, and 5 Documents. The 'Member Type' section is active, showing a dropdown menu with options: Travel Agency, Other, Travel Agency (selected), Safari Vessel, Resort, Hotel, Dive Center, and Guest House. Below the dropdown are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 - Enter Property Details & Business Information Details.

Property Details

These details can be found in the operating license issued by the Ministry of Tourism.

Property Name - **Example: AMI Travel Agency**

Property Name must be as in the Operating License issued by the Ministry of Tourism.

Registry Number - **Example: TRA-XX**

Registry Number must be as in the Operating License issued by the Ministry of Tourism.

Operating License Number - **Example: 8X-QARS-TH-XXXX-XX**

Operating License Number must be as in the Operating License issued by the Ministry of Tourism.

Issued Date - **Example: 29-10-2018**

Issued Date must be as in the Operating License issued by the Ministry of Tourism.

Expiry Date - **Example: 29-10-2030**

Expiry Date must be as in the Operating License issued by the Ministry of Tourism.

Issued Institution - **Example: Ministry of Tourism**

Issued institution will be the Ministry of Tourism in the case of Travel Agency / Dive Center

Business Information

These details can be found in the Business Registration Certificate issued by the Ministry of Economic Development.

Business Name - **Example: AMI Private Limited**

Business name is usually not the same as Property Name, please ensure that the business name entered is the same as in the **Business Registration Certificate**.

Business Type - **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their ID cards.**

Registration Number - **Example: C-0XXX/2021**

Registration Number must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Date - **Example: 30 - Aug - 2019**

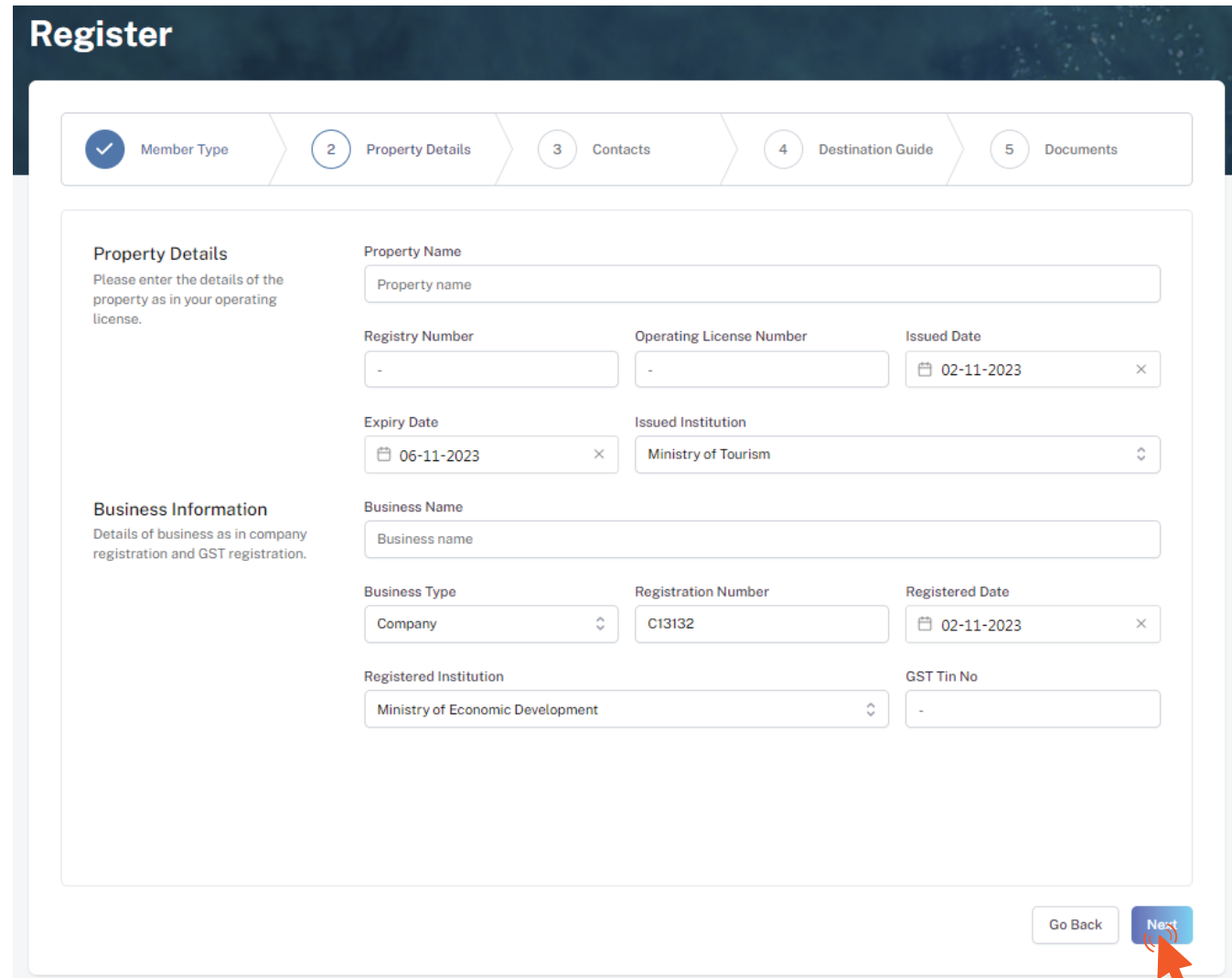
Registered Date must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Institution - **Example: Ministry of Economic Development**

Registered institution will be the Ministry of Economic Development in the case of Travel Agency / Dive Centers

GST Tin Number - **Example: 10XXXXXGST00X**

GST Tin Number must be as in the GST Registration Certificate issued by Maldives Inland Revenue Authority (MIRA)



The 'Register' form is shown with a dark blue header and a navigation bar with links: 1 Member Type, 2 Property Details, 3 Contacts, 4 Destination Guide, and 5 Documents. The 'Property Details' section is active, showing fields for: Property Name, Registry Number, Operating License Number, Issued Date, Expiry Date, and Issued Institution. Below these are the 'Business Information' fields: Business Name, Business Type, Registration Number, Registered Date, Registered Institution, and GST Tin No. At the bottom right are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Kaafu

Island

Male'

District

Select district

Person Of Authority

Person of authority details.

Full Name

Full Name

Designation

Designation

Mobile

Mobile

Email

Email

Phone

Phone

Correspondent Information

Contact person details.

Full Name

Full Name

Designation

Designation

Mobile

Mobile

Email

Email

Phone

Phone

Go Back

Next

click

Postal Address *Example: Royal Beach, Boduthakurufaanu Magu*
Current address of the Travel Agency/Dive Center. (eg. Male’ Office)

Person of Authority
Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same email used to create the member account**).
All updates regarding Membership and all the circulars will be sent to this email

Click **Next**, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click **Next**, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Kaafu

Island

Kaashidhoo

Email

info@mnaresortandspa.com

Phone

3035555

Website

https://www.mnaresortandspa.com

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents include
Business Registration, Operating License and GST Certificate.

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Business Registration

Upload a file

Membership Guide.pdf

Operating License

Upload a file

PNG, JPG, PDF up to 2MB

GST Registration

Upload a file

PNG, JPG, PDF up to 2MB

Other (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Go Back

Submit

click

Click Submit once all three documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

PERSON OF AUTHORITY

Ahmed Mohamed

CEO

minwal@visitmaldives.com

9906639, 9609906639

CONTACT PERSON

Ahmed Mohamed

CEO

minwal@visitmaldives.com

9906639, 98955

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View

Download

operating license.pdf

Operating License

View

Download

gst cert.pdf

GST Registration

View

Download

Timeline

Status change history

✓

Drafted

25-10-23 10:39

○

Submitted

26-10-23 08:50:24

The request is in pending verification

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

✓

Drafted

29-10-23 10:12

✓

Submitted

01-11-23 12:44:41

The request is in pending verification

✓

Incomplete

01-11-23 12:45:05

✓

Submitted

01-11-23 12:45:31

The request is in pending verification

○

Incomplete

01-11-23 12:47:21

Wrong documents submitted.

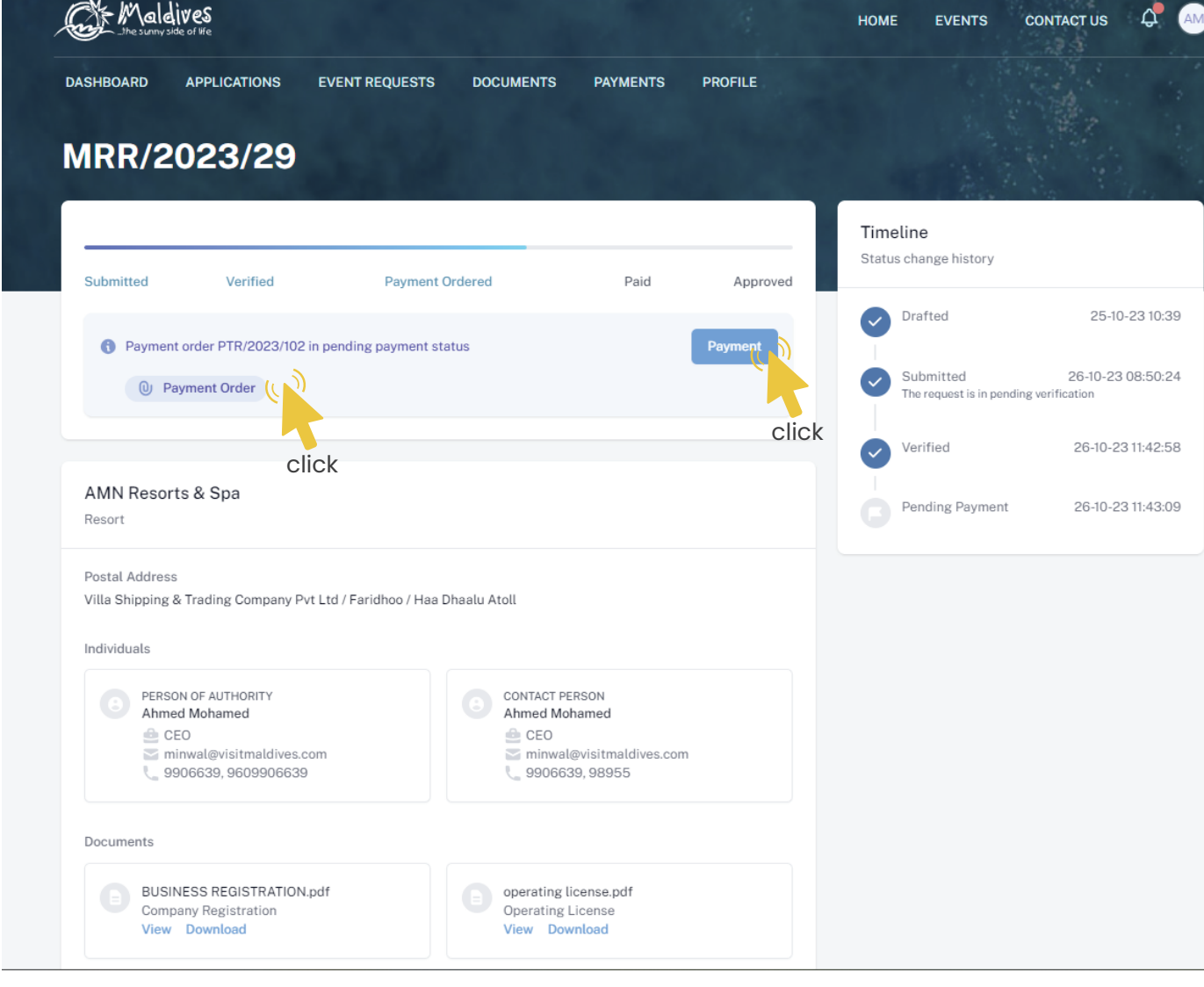
Re-draft Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

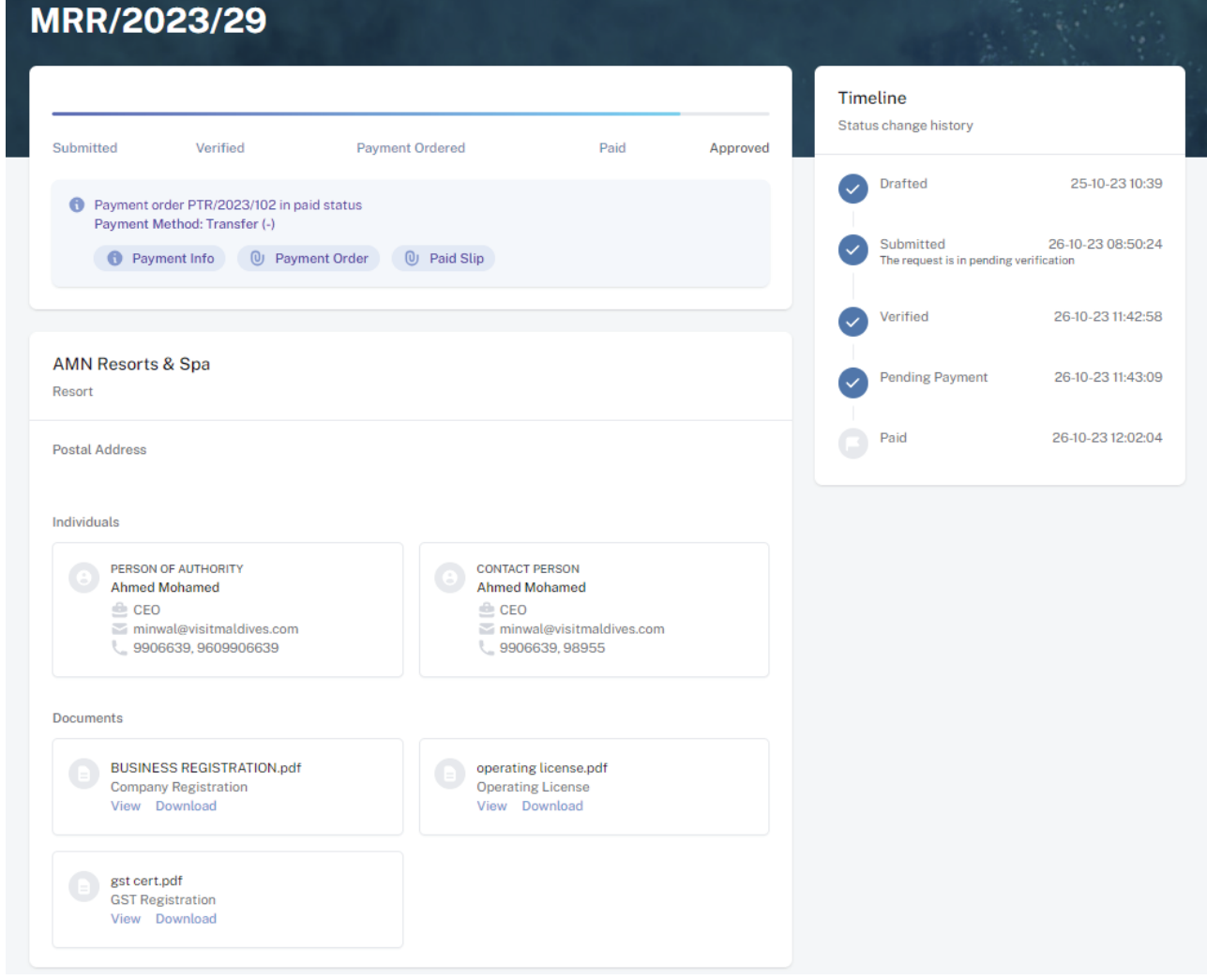
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

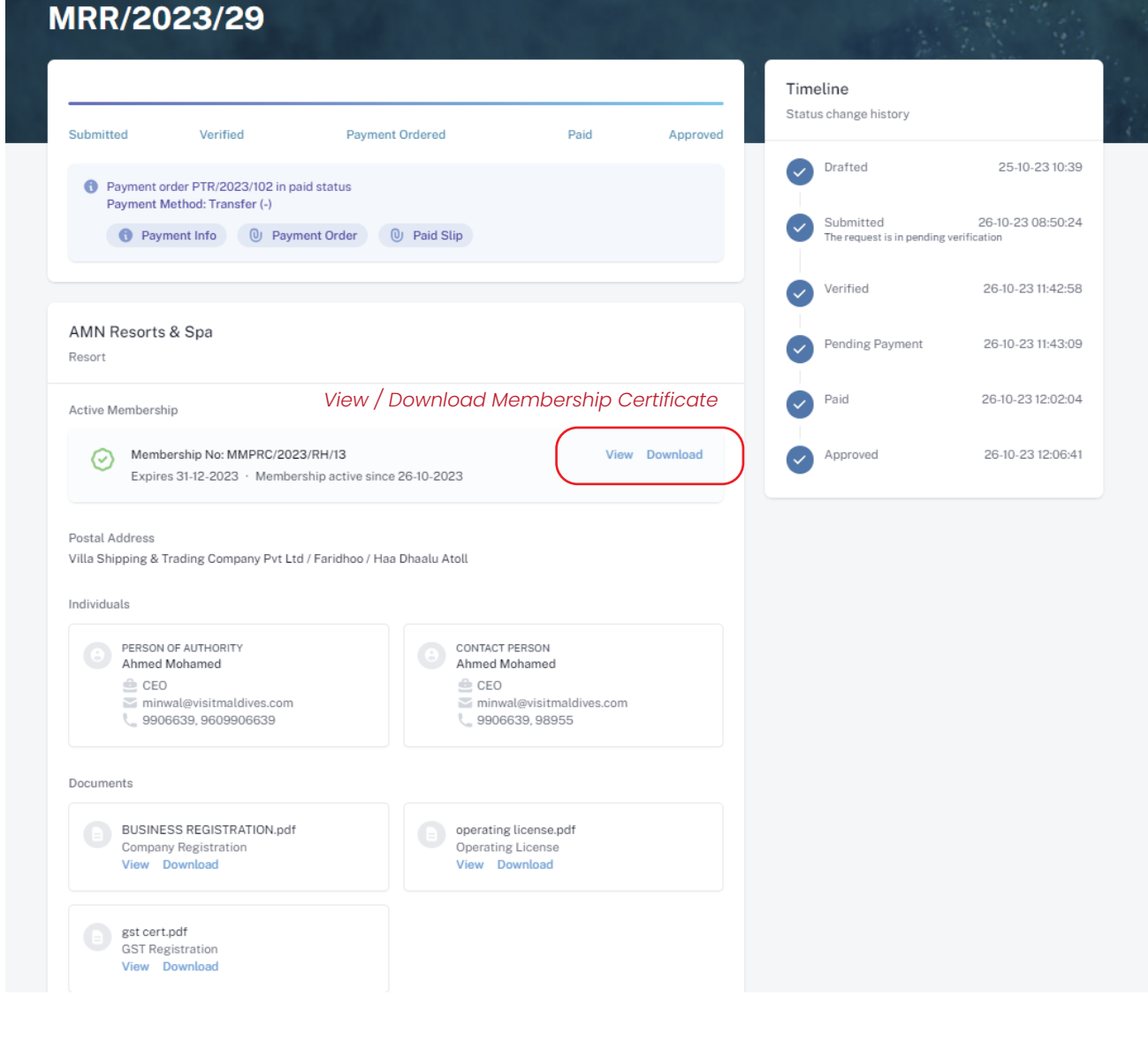
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Chain Member Registrations



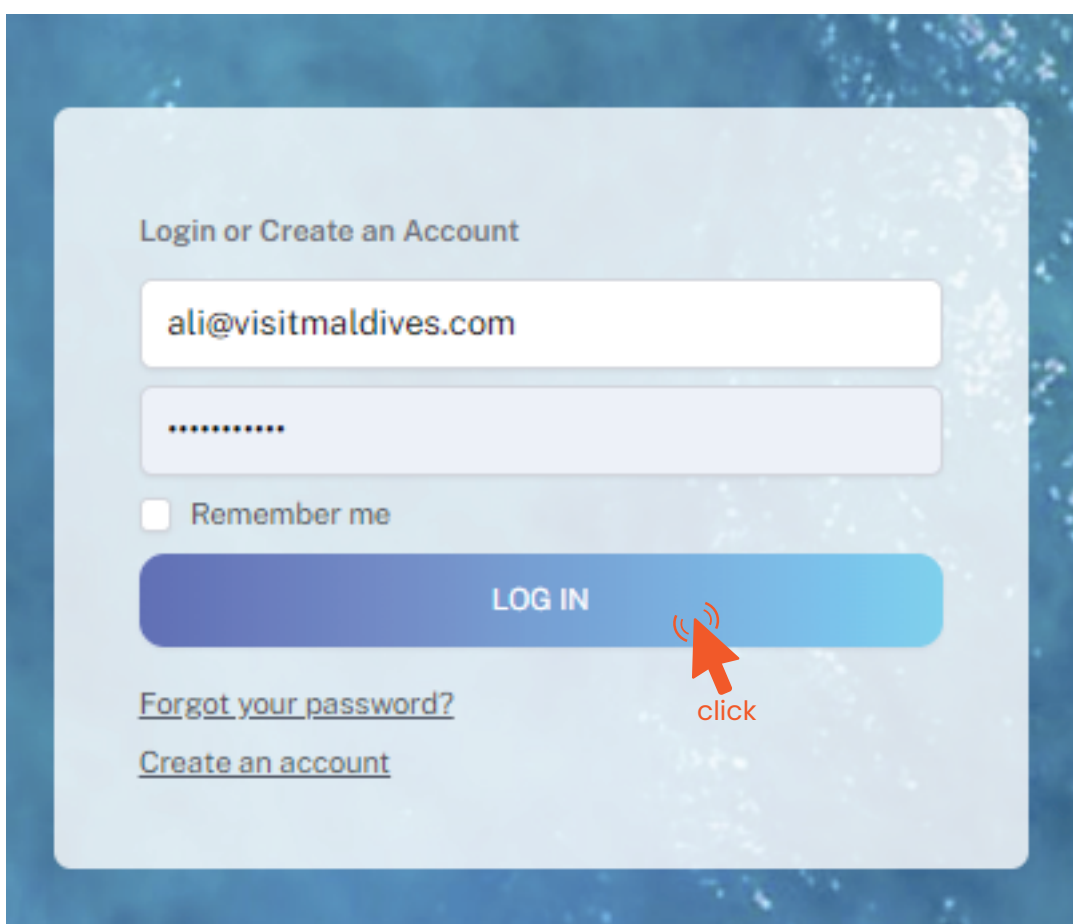
Chain Registration

Step 1 - Ensure individual companies are already registered

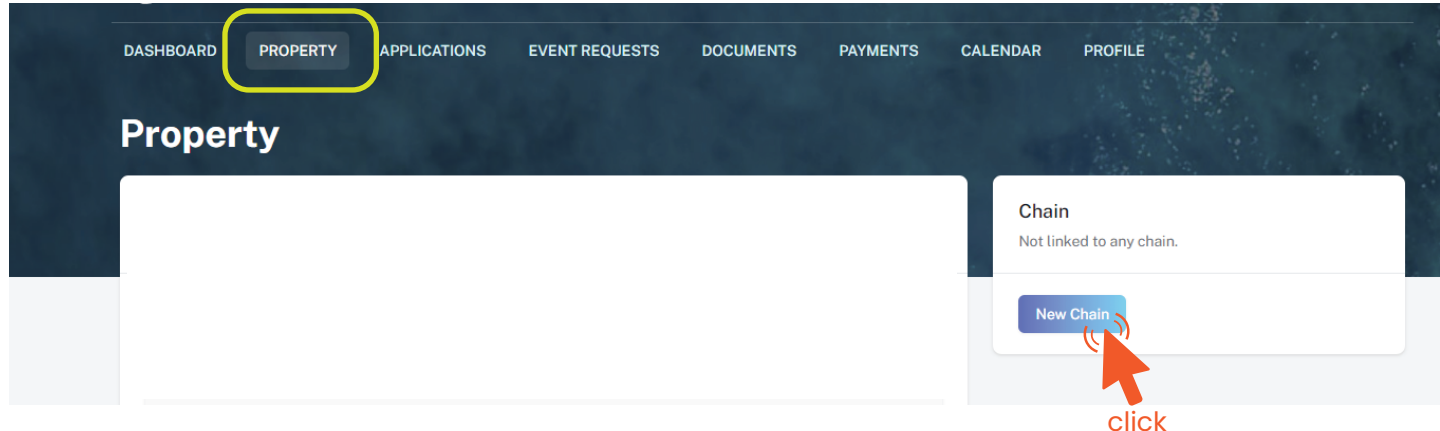
In order to create a chain, please ensure that you have already registered the individual companies as MMPRC members.

ATTENTION: CHAINS CAN ONLY BE REGISTRETED THROUGH A REGISTERED INDIVIDUAL COMPANY BY USING THEIR MEMBER LOGIN.

Step 2 - Login to your registered account



Step 3 - Navigate to Property tab from the top menu bar



Once in the property tab, please click New Chain on the right side.

Step 3 - Enter Chain Details

Chain Request

Request Type

New Chain

Chain Name

Contac Person

Full Name

Designation

Email

Mobile

Company Registration

Upload a file

PNG, JPG, PDF up to 2MB

GST Registration

Upload a file

PNG, JPG, PDF up to 2MB

Name Change Document (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Other Documents (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Close

Save

Select **New Chain** and enter the Chain Name, Contact details, email and phone number.

Once all the information has been filled out, select the company registration and GST registration documents.

If the company has a name change document, please make sure to submit the document as well.

Once all the details have been filled out and documents are selected, press Save

Step 4 – Verification and Acceptance

Chain

Linked chain details

Chain Name

World Hotels & Resorts

Chain Code

718796265

Individuals

CONTACT PERSON

John Doe

Marketing Manager

admin@worldhr.com

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View Download

gst cert.pdf

GST Registration

View Download

Timeline

Submitted

20-11-23 15:53

Retain this code as this will be used to add properties under the Chain

All documents will be checked and verified.
A notification will be sent once the request has been accepted.

Adding Properties under Chain

Step 5 – Add more Companies under Chain

Login to the account that needs to be added under the new Chain.

DASHBOARD

PROPERTY

APPLICATIONS

EVENT REQUESTS

DOCUMENTS

PAYMENTS

CALENDAR

PROFILE

Property

Chain

Not linked to any chain.

New Chain

click

Navigate to “Property” tab in the top navigation bar.

Press New Chain button as shown in the screenshot.

Chain Request

Request Type

Join Chain

Chain Code

718735149

Company Registration

Upload a file

BUSINESS REGISTRATION.pdf

GST Registration

Upload a file

gst cert.pdf

Name Change Document (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Other Documents (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Close

Save

Enter the **Chain Code** from **Step 4**.

Upload the Business Registration and GST Registration and press save.

Step 6 – Property Approved

All documents will be checked and verified.
A notification will be sent once the request has been accepted.

Chain

Linked chain details

Chain Name

World Hotels & Resorts

Chain Code

718735149

Status

Approved

Individuals

CONTACT PERSON

John Doe

Marketing Manager

admin@worldhr.com

9609119191

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View Download

gst cert.pdf

GST Registration

View Download

Timeline

Submitted

20-11-23 15:53

Verified

20-11-23 16:00:26

Approved

20-11-23 16:00:28

No further action needs to be taken.
Chain registrations do not need to make a payment.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Type: Transport Providers



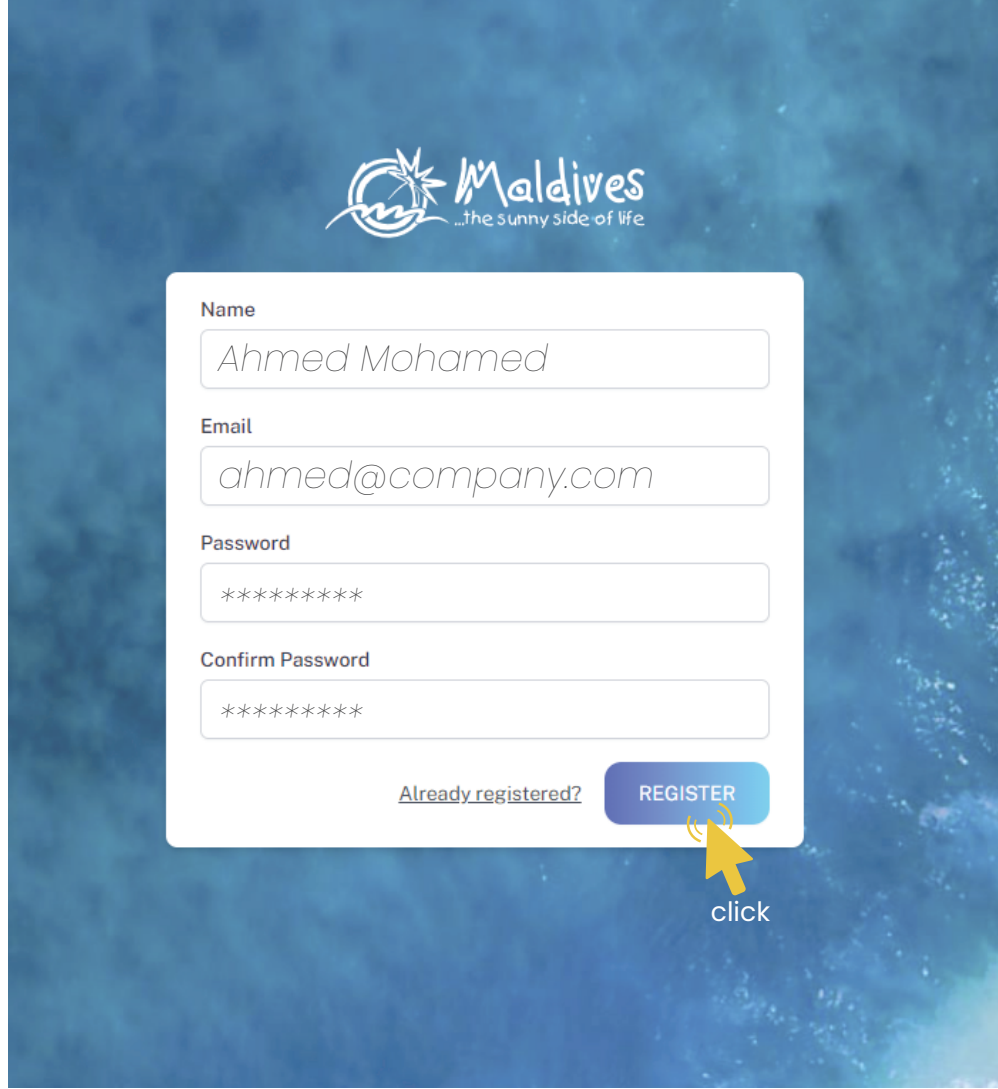
Become a Member

Member Type: Transport Providers

Step 1 – Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



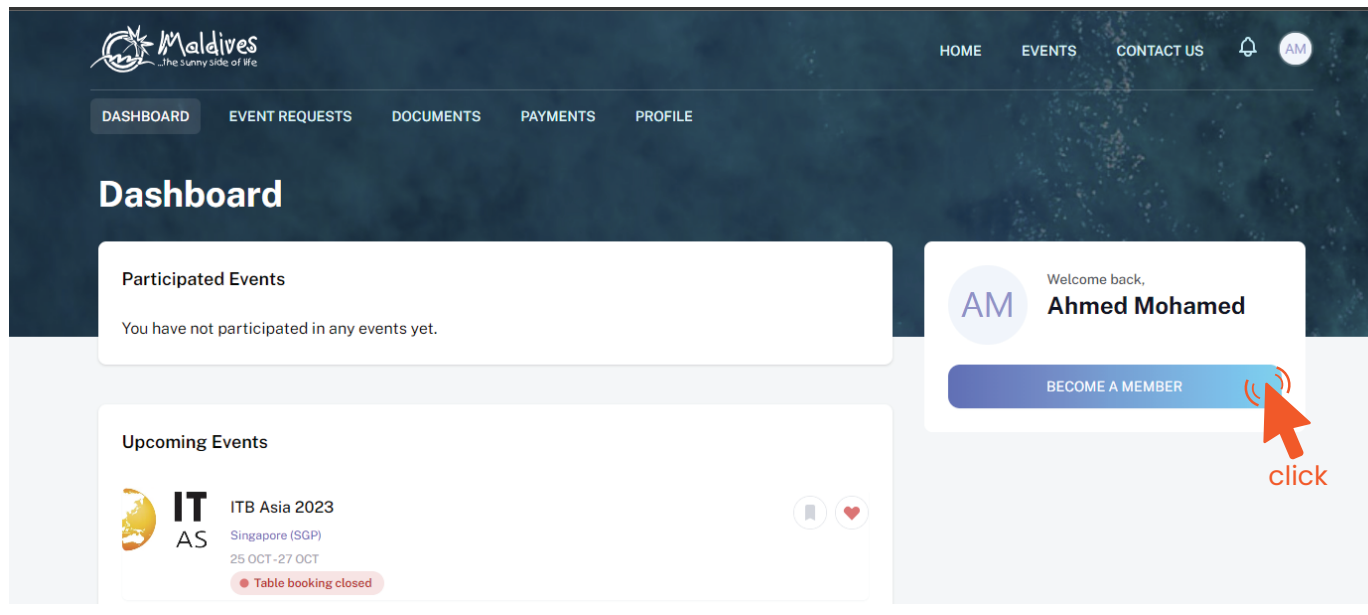
The screenshot shows a registration form with the following fields: Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). There is a link for 'Already registered?' and a 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 – User Dashboard

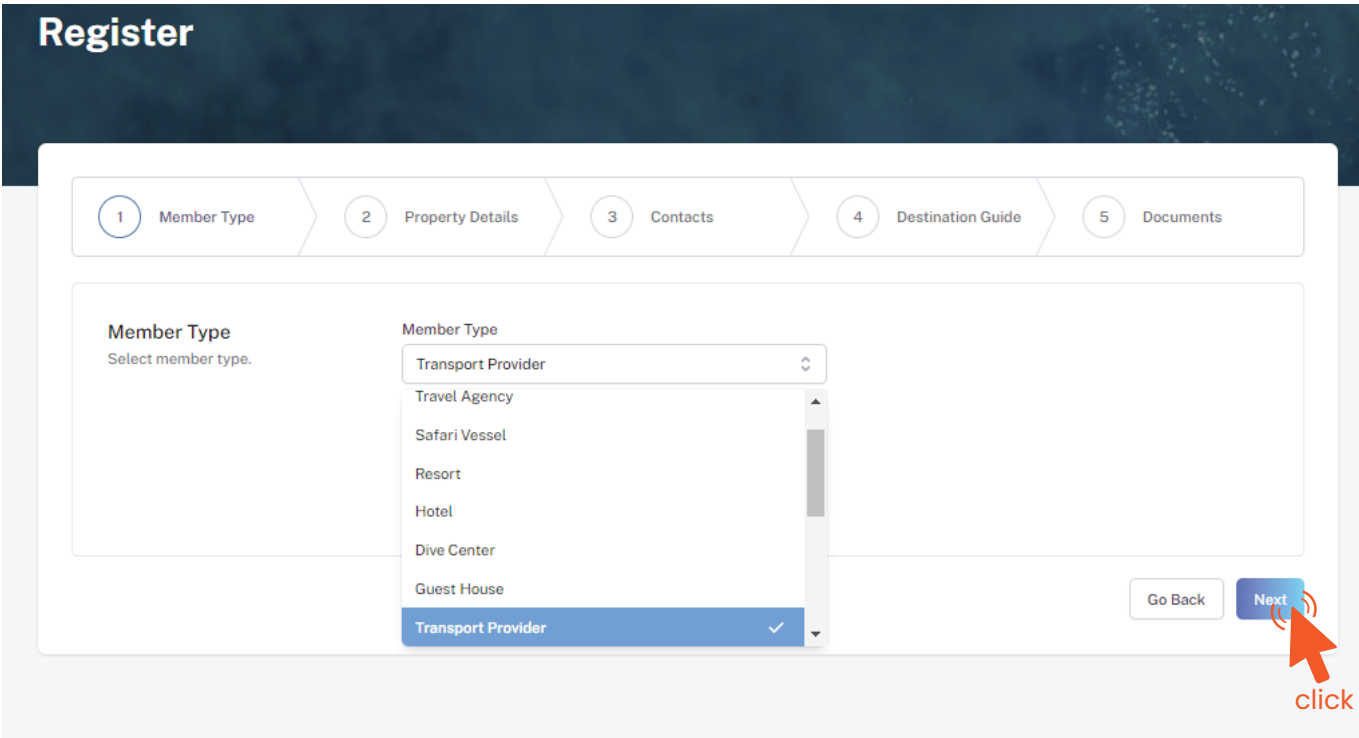
Click on **Become A Member**, button as shown in the image below.



The screenshot shows the user dashboard for Ahmed Mohamed. It includes a 'Participated Events' section, an 'Upcoming Events' section with a card for 'ITB Asia 2023', and a 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the text 'click'.

Step 3 – Select Member Type

From the drop-down list select the member type (Transport Provider) and press Next



The screenshot shows the 'Register' form with a progress bar indicating five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Member Type' section is active, showing a dropdown menu with options: Transport Provider, Travel Agency, Safari Vessel, Resort, Hotel, Dive Center, Guest House, and Transport Provider. The 'Transport Provider' option is selected. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 – Enter Property Details & Business Information Details.

Property Details

These details can be found in the operating certificate issued by the Ministry of Transport and Civil Aviation

Property Name – **Example: AMI Airlines**

Property Name must be as in the Operating Certificate issued by the Ministry of Transport and Civil Aviation

Operating License Number – **Example: No:12**

Operating License Number must be as in the Operating Certificate issued by the Ministry of Transport and Civil Aviation

Issued Date – **Example: 29-10-2018**

Issued Date must be as in the Operating Certificate issued by the Ministry of Transport and Civil Aviation

Issued Institution – **Example: Ministry of Transport and Civil Aviation**

Issued institution will be the Ministry of Transport and Civil Aviation in the case of Airlines and other transport providers

Business Information

These details can be found in the Business Registration Certificate issued by the Ministry of Economic Development

Business Name – **Example: AMI Private Limited**

Business name is usually not the same as Property Name, please ensure that the business name entered is the same as in the **Business Registration Certificate**.

Business Type – **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their id cards.**

Registration Number – **C-0XXX/2021**

Registration Number must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Date – **Example: 30 – Aug – 2019**

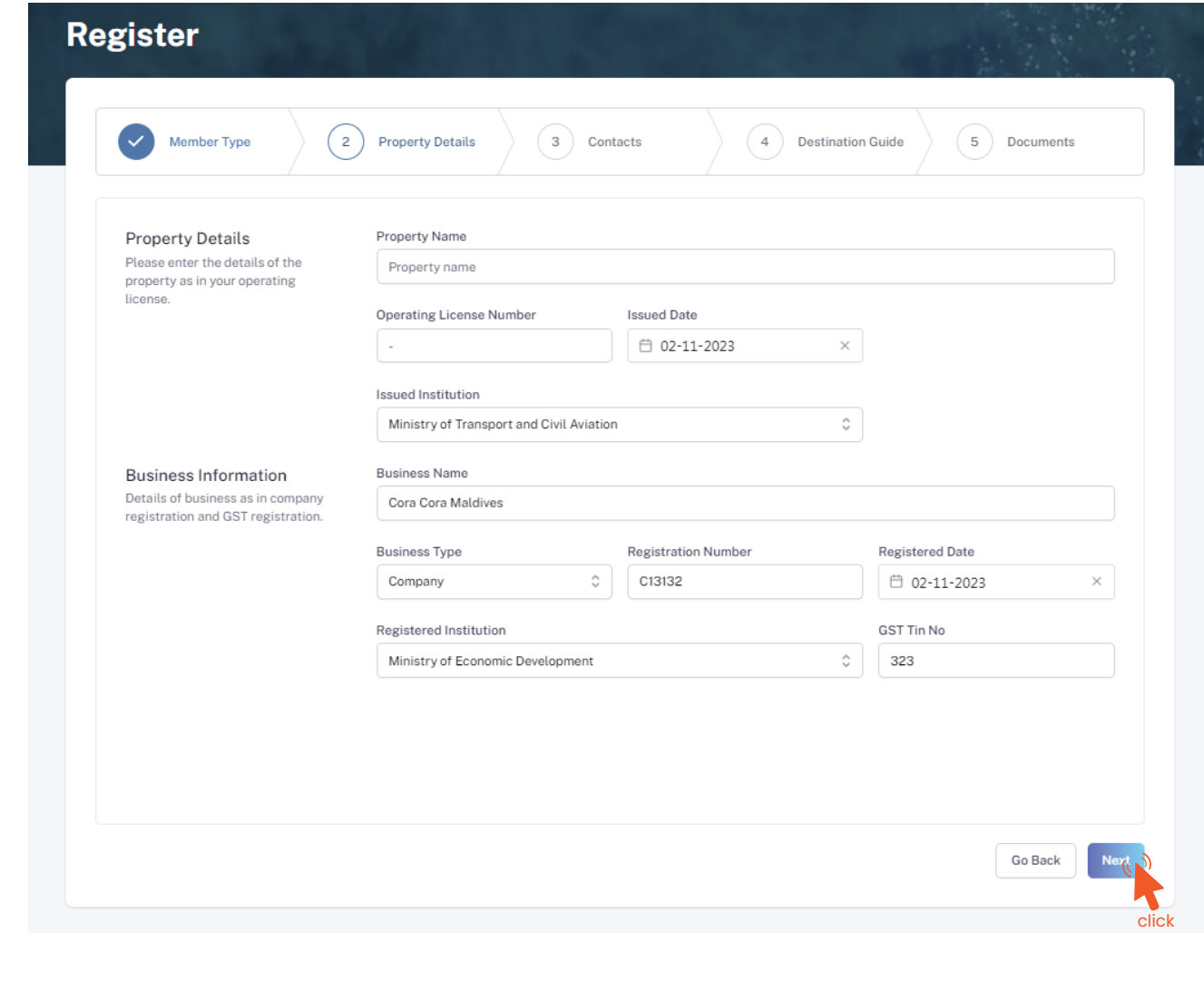
Registered Date must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Institution – **Example: Ministry of Economic Development**

Registered institution will be the Ministry of Economic Development in the case of Transport Providers

GST Tin Number – **Example: 10XXXXXGST00X**

GST Tin Number must be as in the GST Registration Certificate issued by Maldives Inland Revenue Authority



The screenshot shows the 'Register' form with a progress bar indicating five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Property Details' section is active, showing fields for Property Name, Operating License Number, Issued Date, Issued Institution, Business Name, Business Type, Registration Number, Registered Date, Registered Institution, and GST Tin No. The 'Business Information' section is also active, showing fields for Business Name, Business Type, Registration Number, Registered Date, Registered Institution, and GST Tin No. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address *Example: Royal Beach, Boduthakurufaanu Magu*
Current address (Eg. Male’ Office Address) of the Transfer Company (Transport Provider)

Person of Authority
Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same email used to create the member account**).
All updates regarding Membership and all the circulars will be sent to this email

Click Next, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click Next, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Island

Email

Phone

Website

Go Back

Next

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents include
Business Registration, Operating License and GST Certificate.

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Business Registration

Upload a file

Membership Guide.pdf

Operating License

Upload a file

PNG, JPG, PDF up to 2MB

GST Registration

Upload a file

PNG, JPG, PDF up to 2MB

Other (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Go Back

Submit

Click Submit once all three documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

PERSON OF AUTHORITY

Ahmed Mohamed

CEO

minmal@victmaldives.com

9906639, 9609906639

CONTACT PERSON

Ahmed Mohamed

CEO

minmal@victmaldives.com

9906639, 98955

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View

Download

operating license.pdf

Operating License

View

Download

gst cert.pdf

GST Registration

View

Download

Timeline

Status change history

Drafted

25-10-23 10:39

Submitted

26-10-23 08:50:24

The request is in pending verification

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

Drafted

29-10-23 10:12

Submitted

01-11-23 12:44:41

The request is in pending verification

Incomplete

01-11-23 12:45:05

Submitted

01-11-23 12:45:31

The request is in pending verification

Incomplete

01-11-23 12:47:21

Wrong documents submitted.

Re-draft

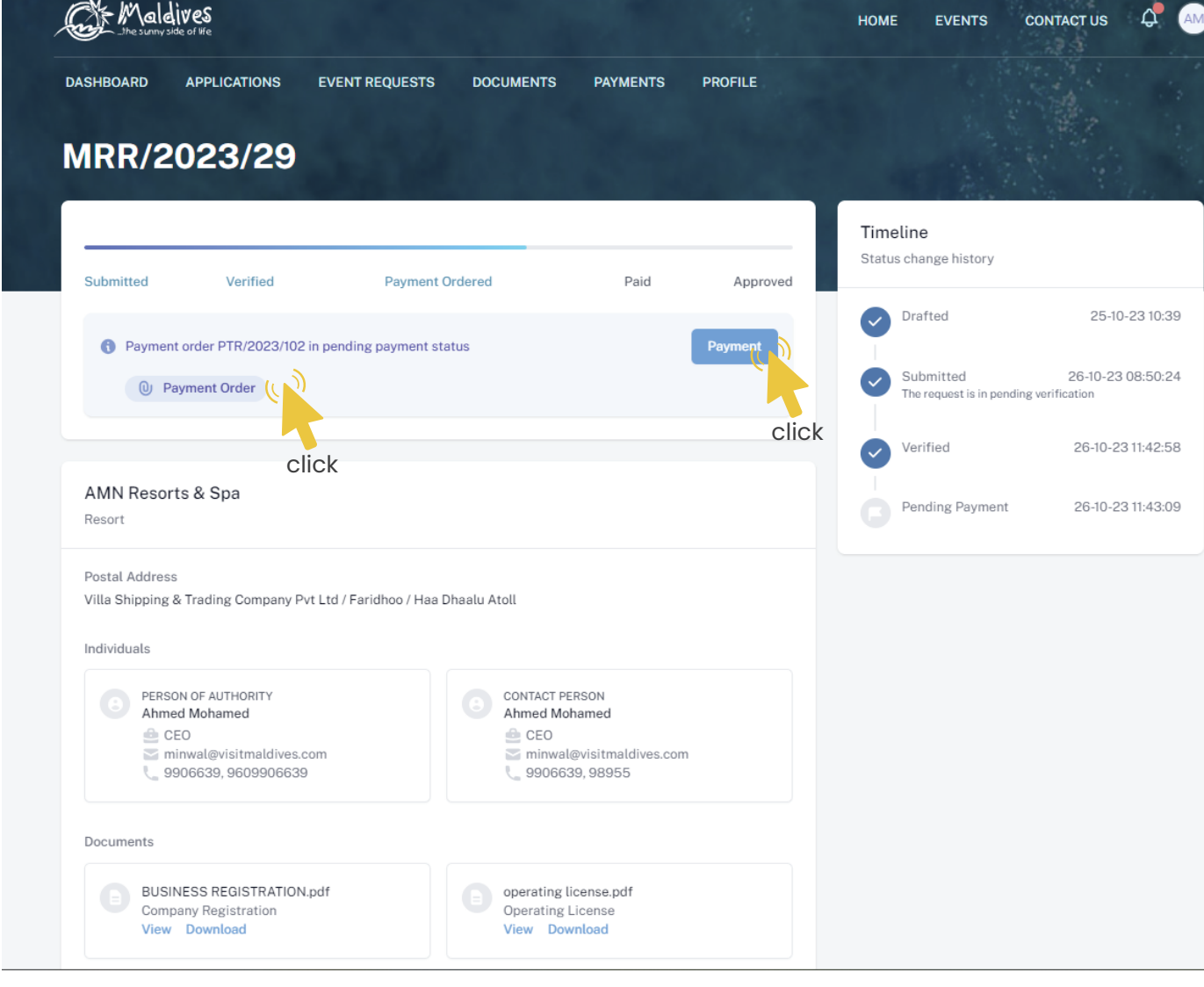
 Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

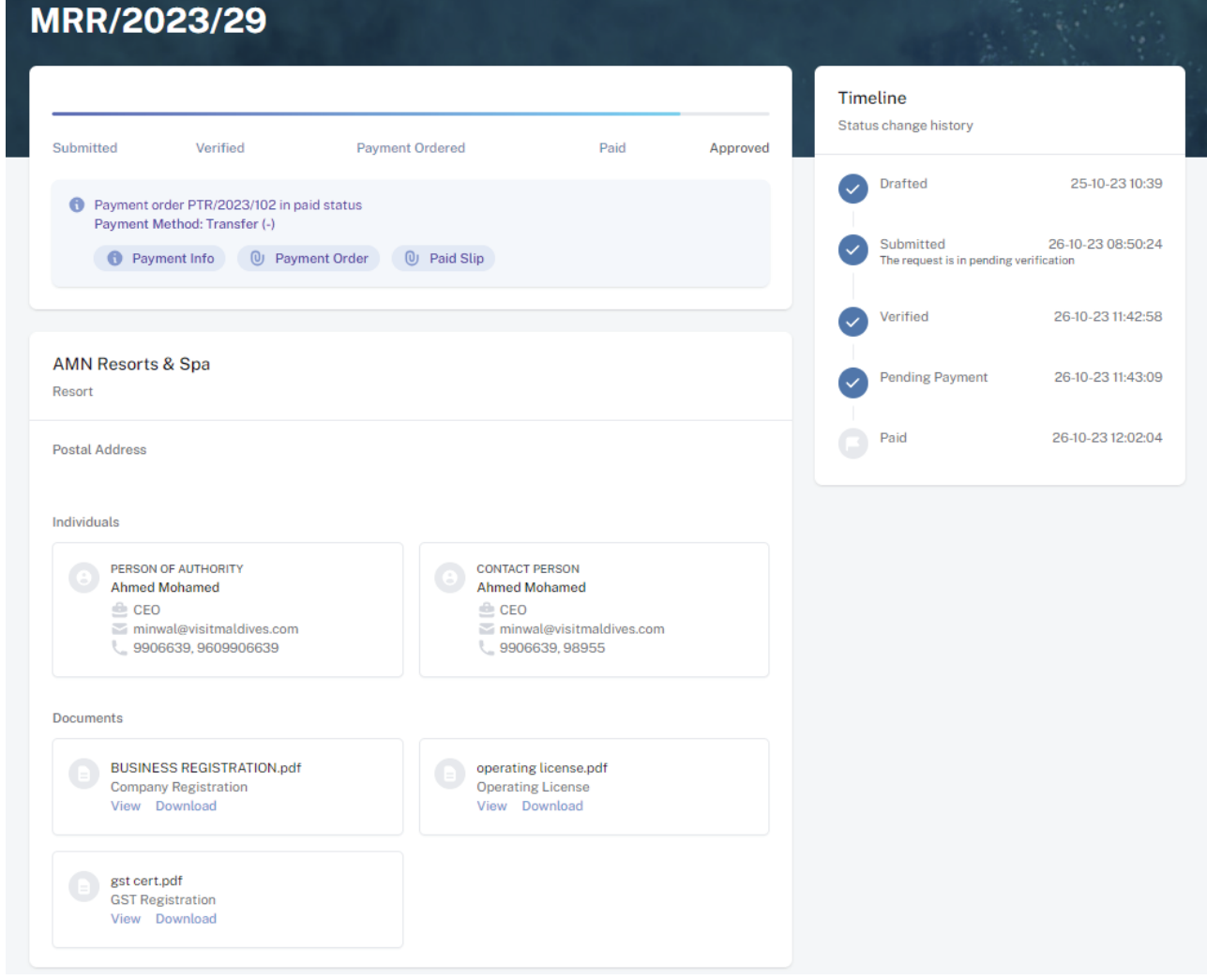
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

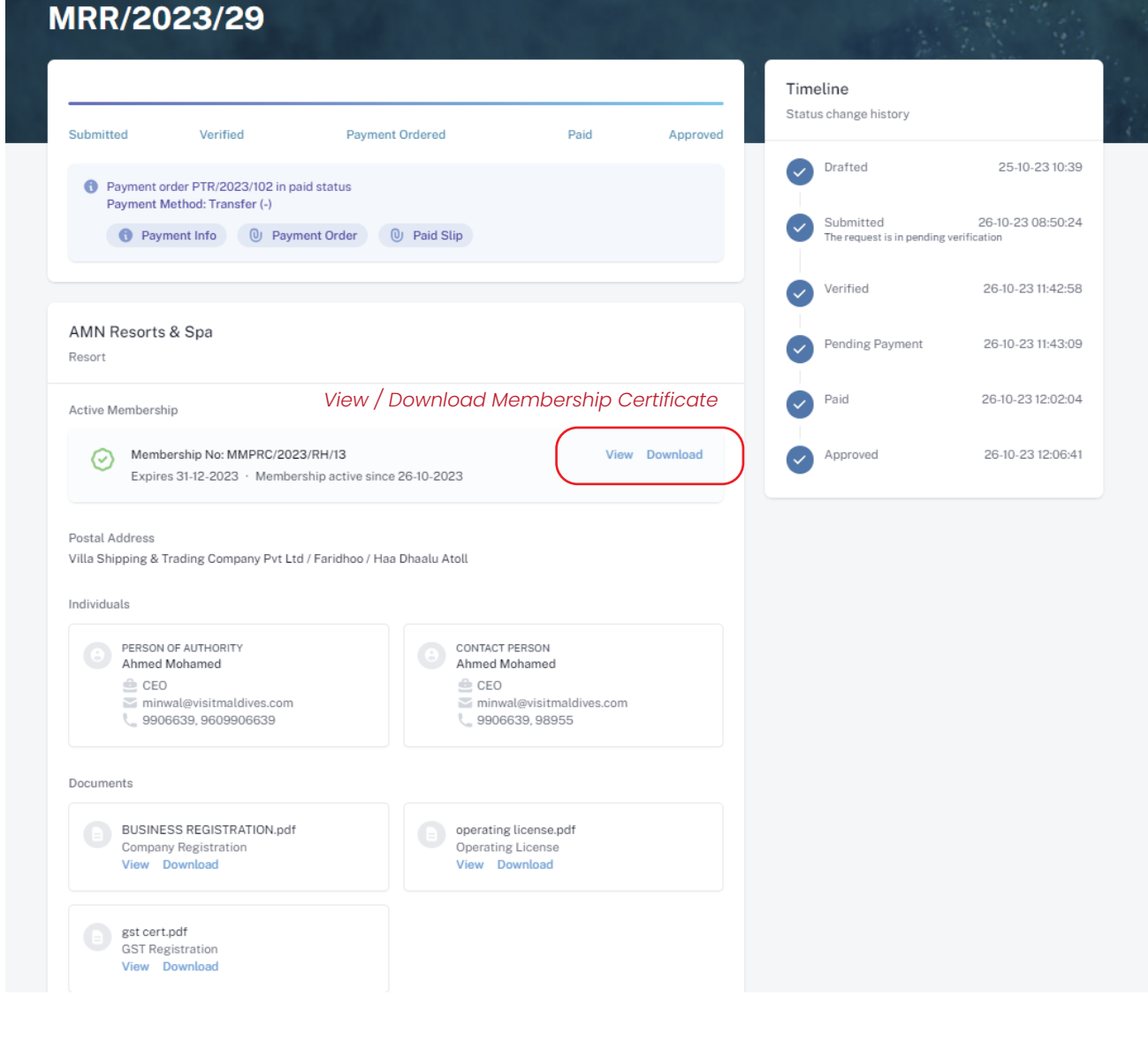
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Types: City Council, Atoll Council & Island Council



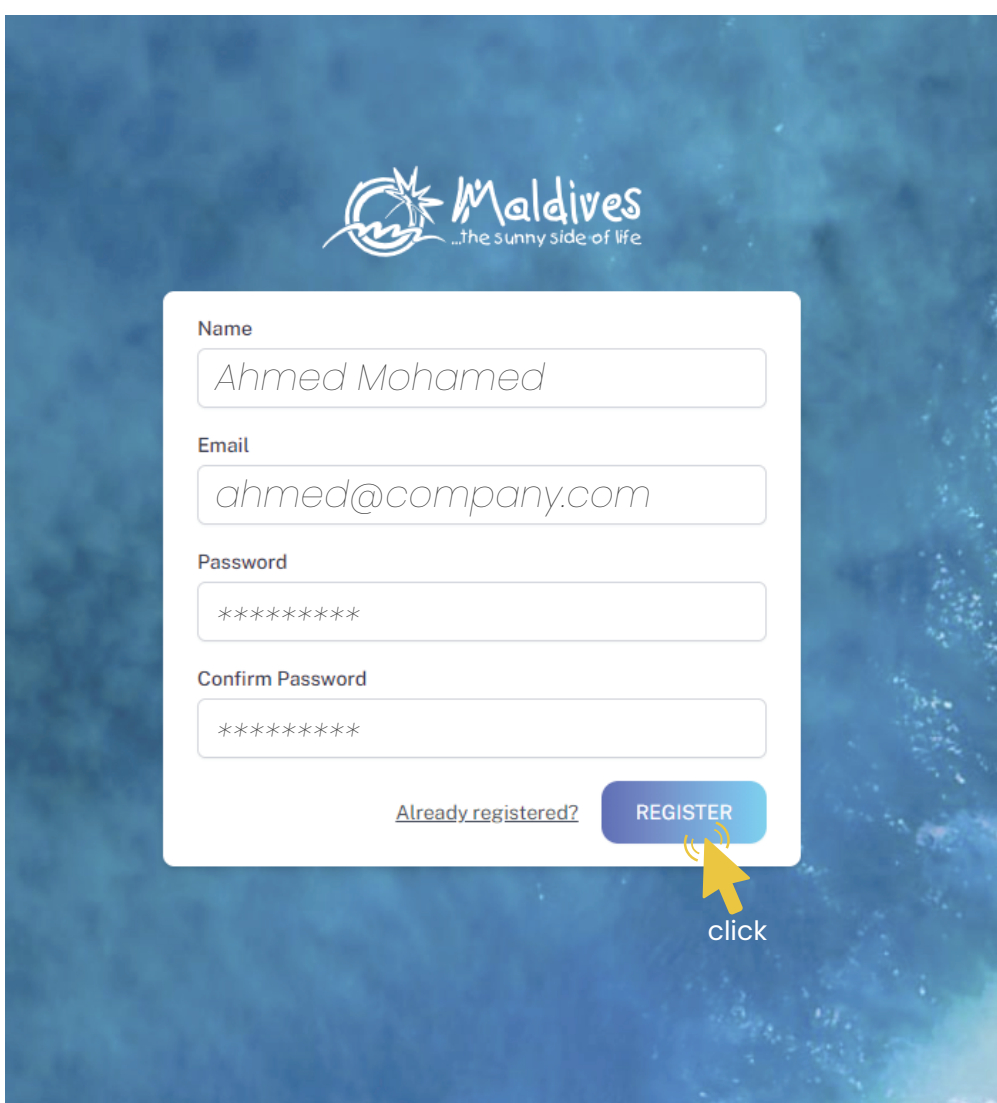
Become a Member

Member Types: City Council, Atoll Council & Island Council

Step 1 - Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



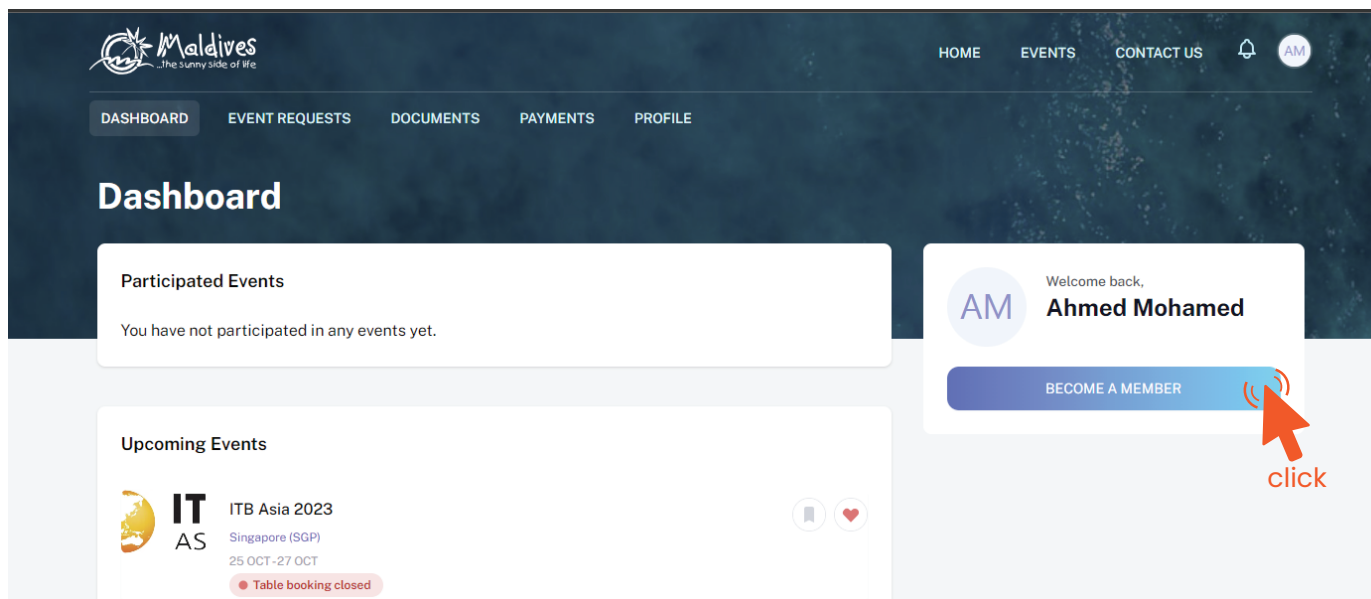
The registration form is displayed on a blue background. It includes fields for Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). A yellow mouse cursor is clicking the blue 'REGISTER' button. A link for 'Already registered?' is also visible.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on Register, and you will be directed to the user Dashboard.

Step 2 - User Dashboard

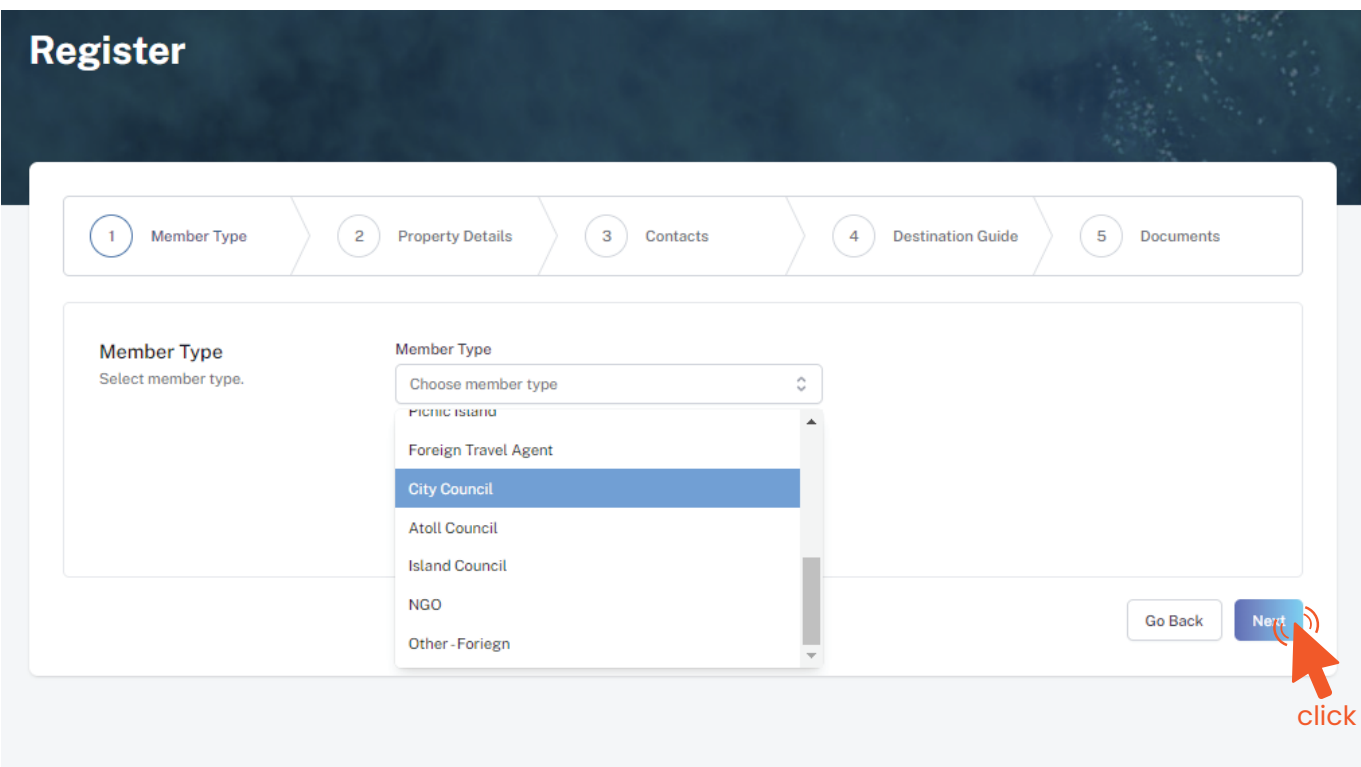
Click on Become A Member, button as shown in the image below.



The user dashboard shows a welcome message for Ahmed Mohamed. A blue 'BECOME A MEMBER' button is highlighted with a red arrow and the word 'click'.

Step 3 - Select Member Type

From the drop-down list select the member type (**City Council**, **Atoll Council** or **Island Council**) and press Next



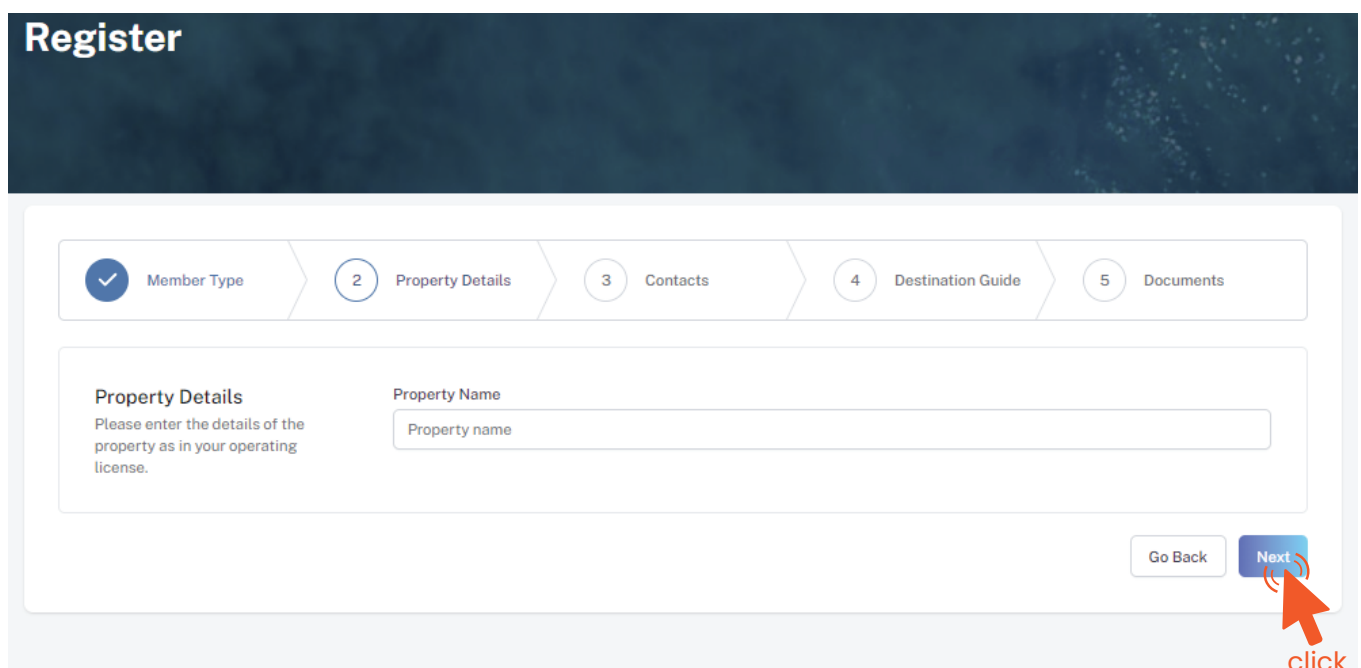
The 'Register' page shows a progress bar with five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Member Type' dropdown menu is open, showing options: Choose member type, PICNIC Island, Foreign Travel Agent, City Council (highlighted), Atoll Council, Island Council, NGO, and Other - Foreign. A red arrow points to the 'Next' button with the word 'click'.

Step 4 - Enter Property Details

Enter the Council Details

Property Details

Property Name must be the name of the Council
Example: **Secretariat of the AA. Thoddoo Council**



The 'Register' page shows the 'Property Details' step. The 'Property Name' field contains 'Property name'. A red arrow points to the 'Next' button with the word 'click'.

Click Next Once you are done entering the Council Name.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address
Current address of the Council

Person of Authority
Person of Authority must be the President/Head of the Council. The details should include their Full Name, Designation, Contact Number, and their official email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same as email used to create account**).
All updates regarding Membership and all the circulars will be sent to this email

Click **Next**, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click **Next**, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Island

Email

Phone

Website

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents is a Cover Letter by the Council to the Managing Director of Maldives Marketing & Public Relations Corporation.

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Cover Letter

Other (Optional)

Go Back

Submit

Click **Submit** once all the document has been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

Documents

Timeline

Status change history

Drafted

Submitted

Notifications

Submitted

Table Booking Closed

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

Drafted

Submitted

Incomplete

Submitted

Incomplete

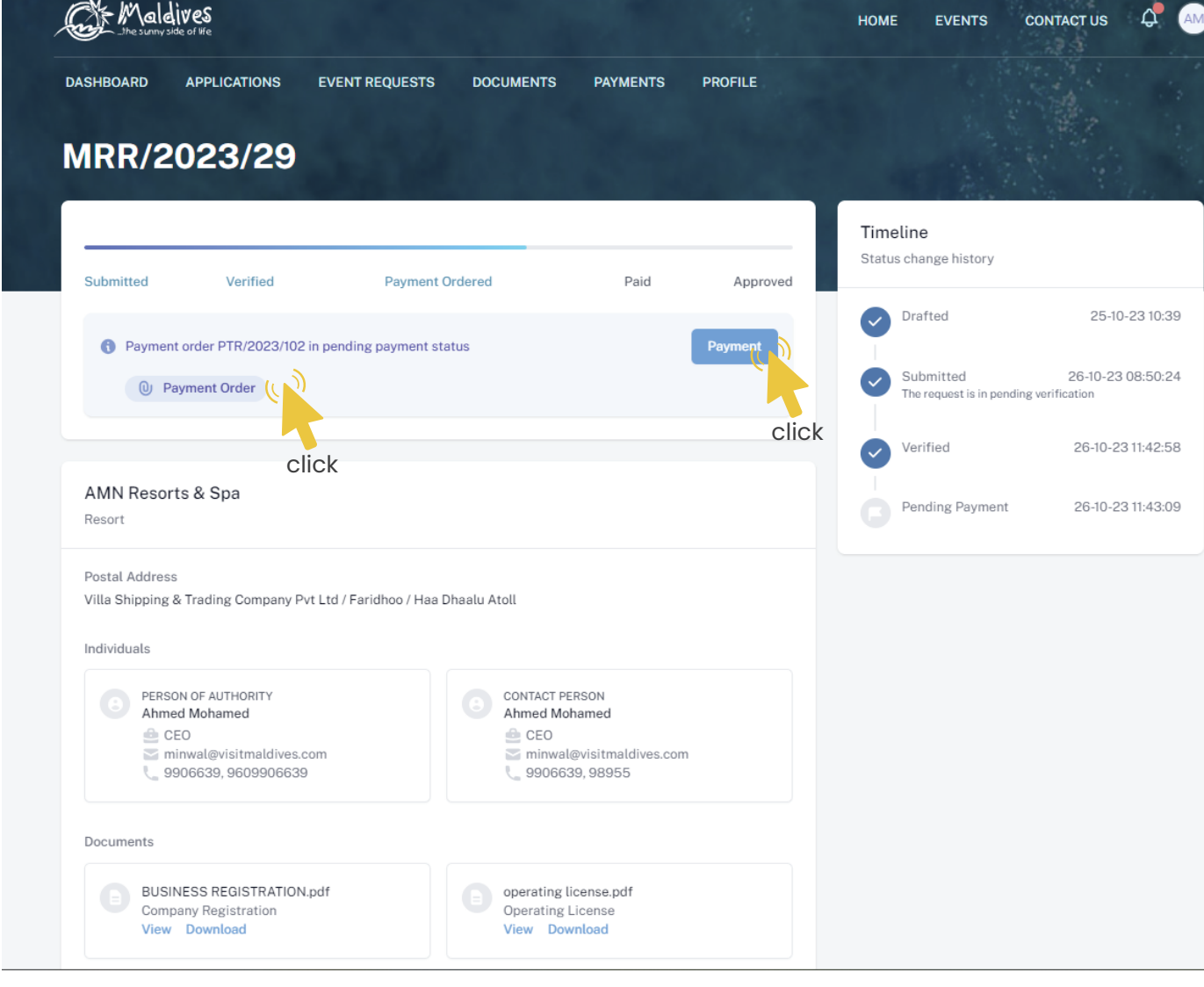
Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

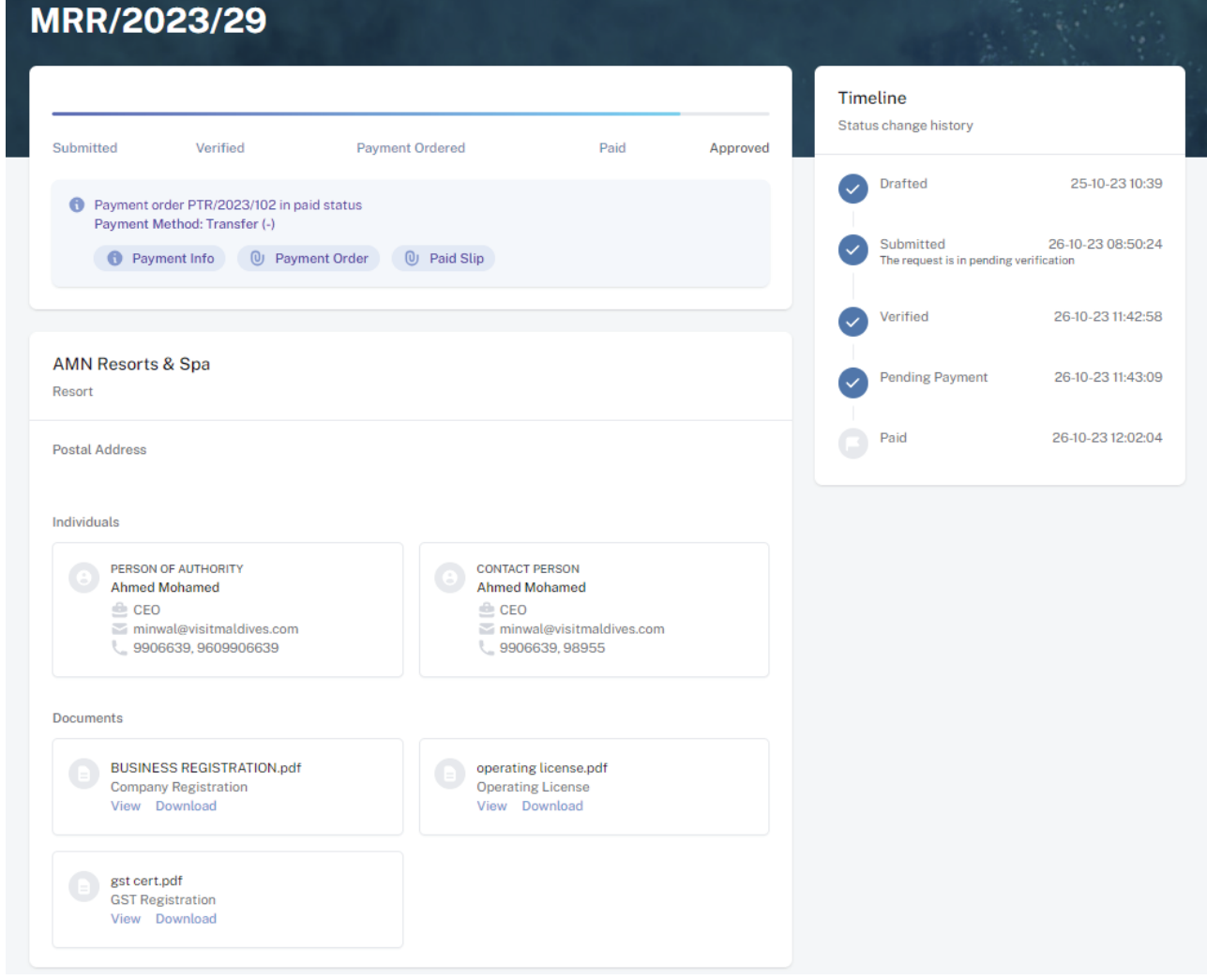
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

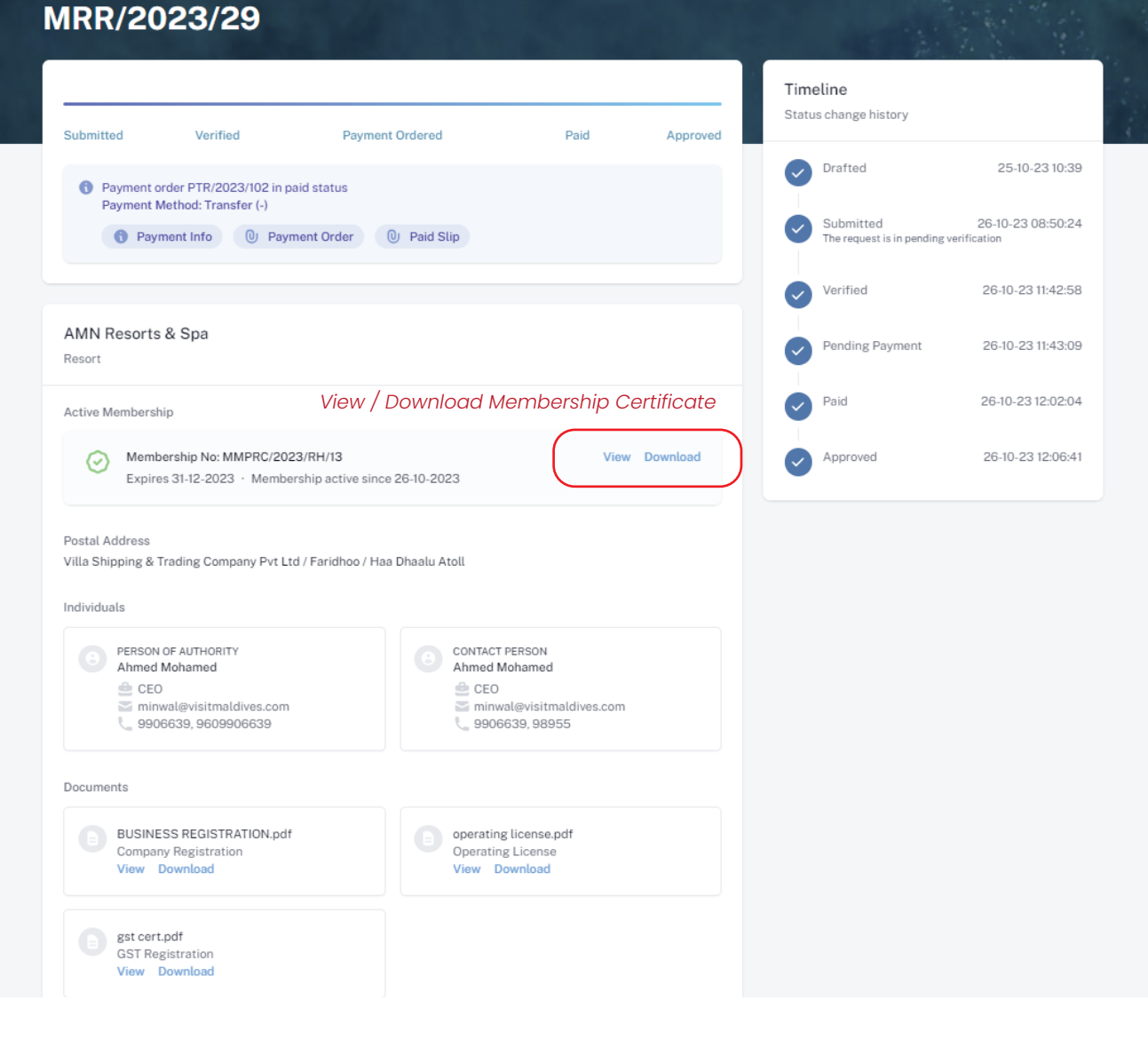
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Types: NGO & Associations



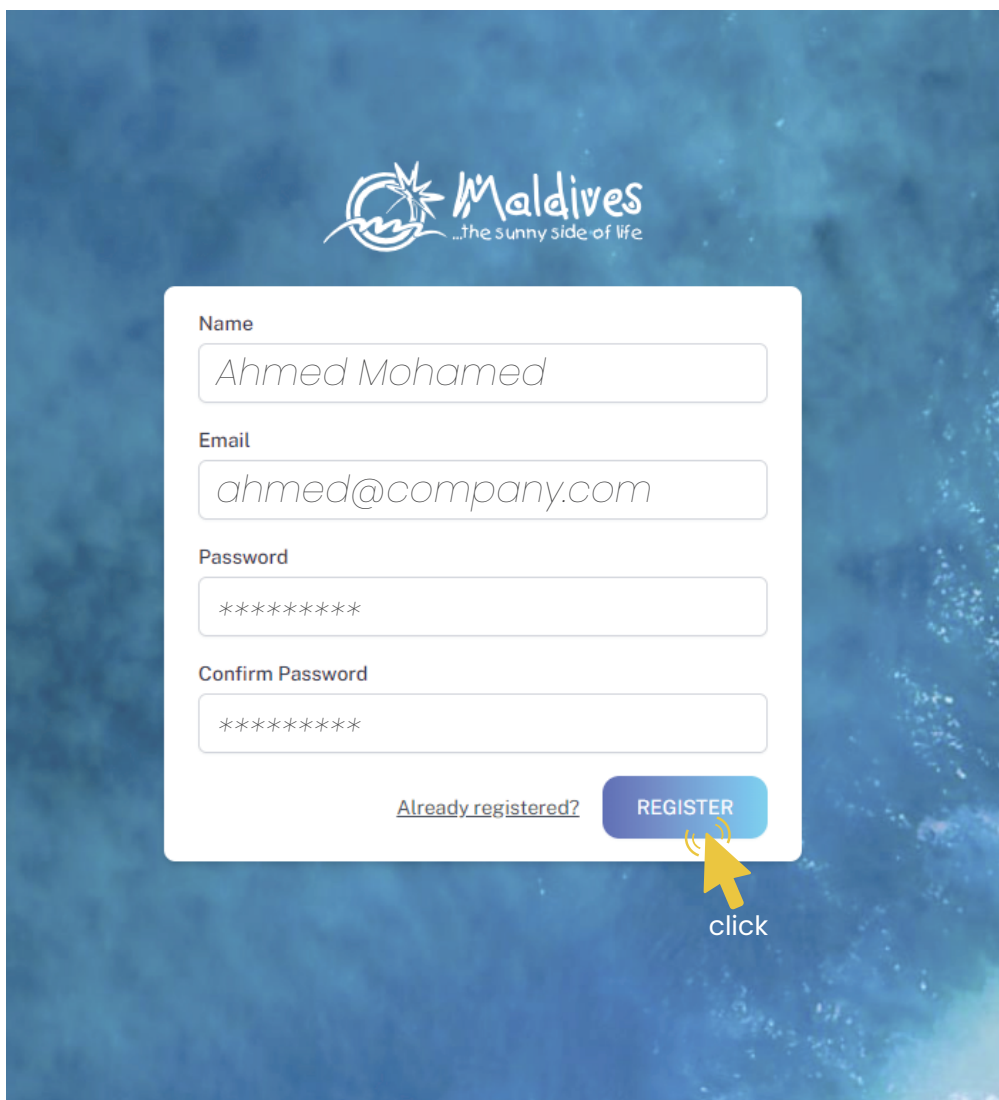
Become a Member

Member Types: NGO & Associations

Step 1 - Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



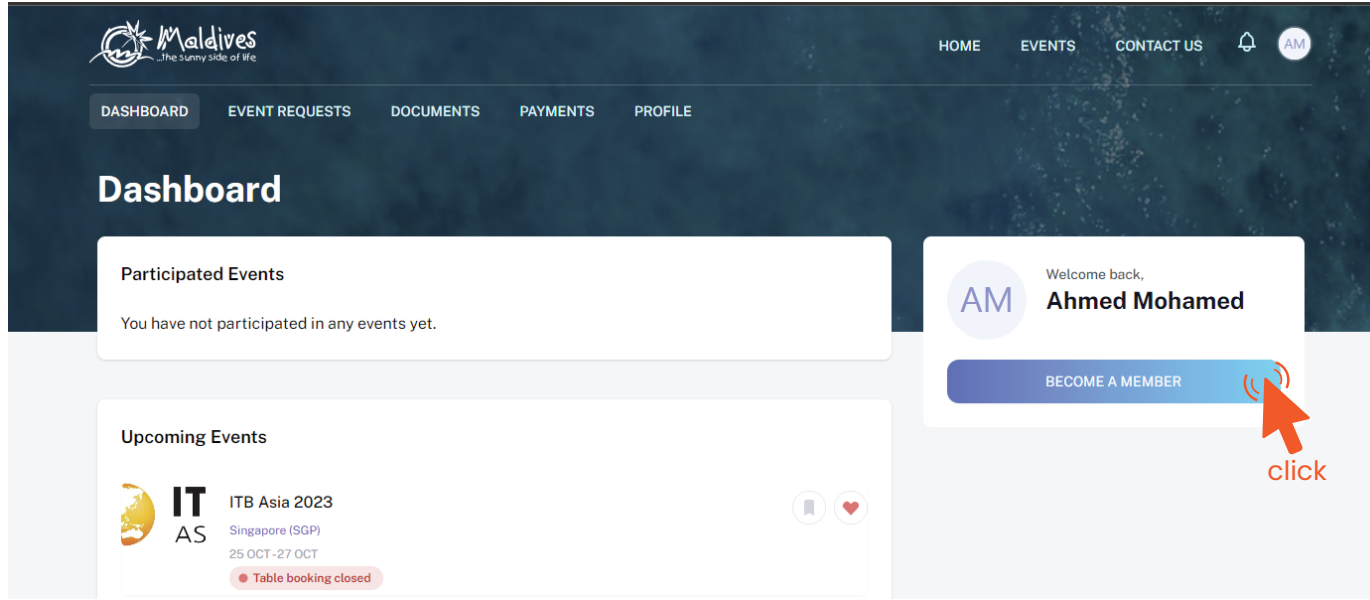
The registration form is displayed on a blue background. It includes fields for Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). There is a link for 'Already registered?' and a blue 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 - User Dashboard

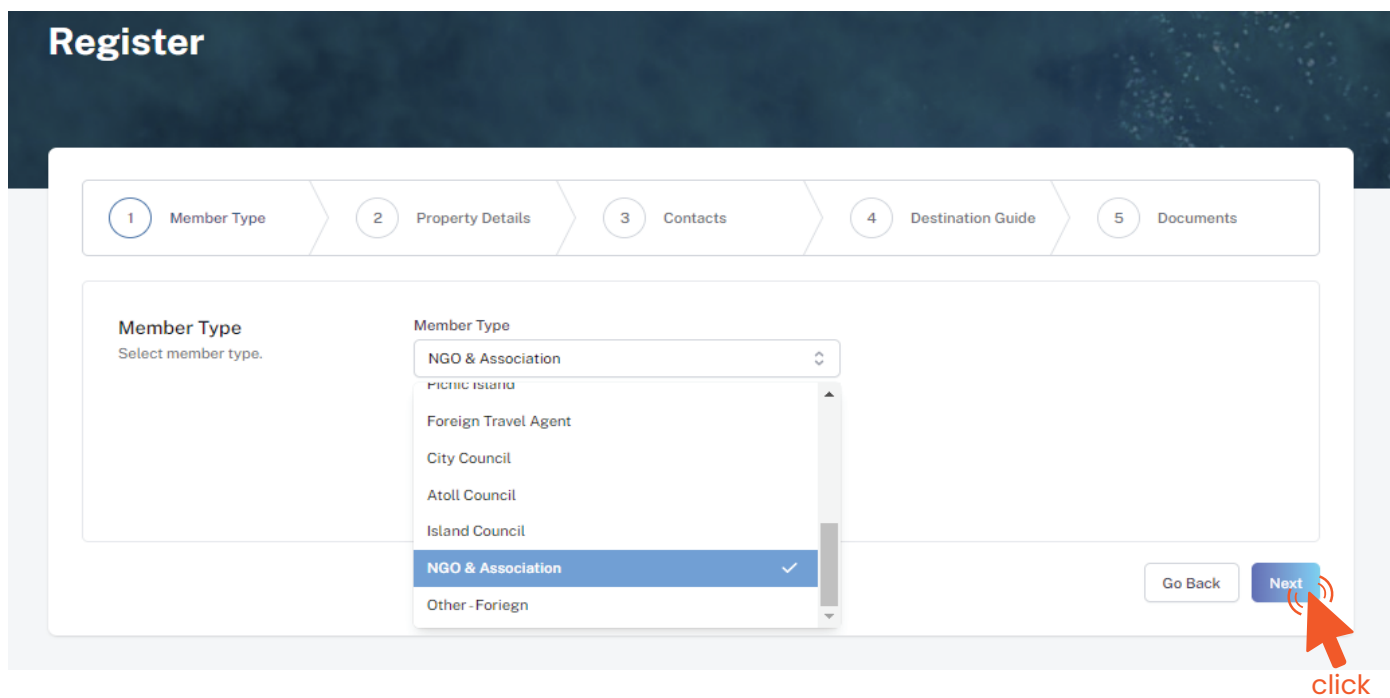
Click on **Become A Member**, button as shown in the image below.



The user dashboard shows a navigation bar with links: DASHBOARD, EVENT REQUESTS, DOCUMENTS, PAYMENTS, and PROFILE. The main content area includes 'Participated Events' (You have not participated in any events yet.) and 'Upcoming Events' (ITB Asia 2023, Singapore (SGP), 25 OCT - 27 OCT, Table booking closed). On the right, there is a welcome message for Ahmed Mohamed and a blue 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the text 'click'.

Step 3 - Select Member Type

From the drop-down list select the member type (NGOs / Association) and press Next



The 'Register' page shows a progress bar with five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Member Type' section has a dropdown menu with options: NGO & Association, PICNIC ISLAND, Foreign Travel Agent, City Council, Atoll Council, Island Council, NGO & Association (selected), and Other - Foreign. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 - Enter Property Details/Registration Details

Property Details

These details can be found in the registration certificate

Business Name - **Example: National Boating Association of Maldives**
Must be the name of the NGO or the Association

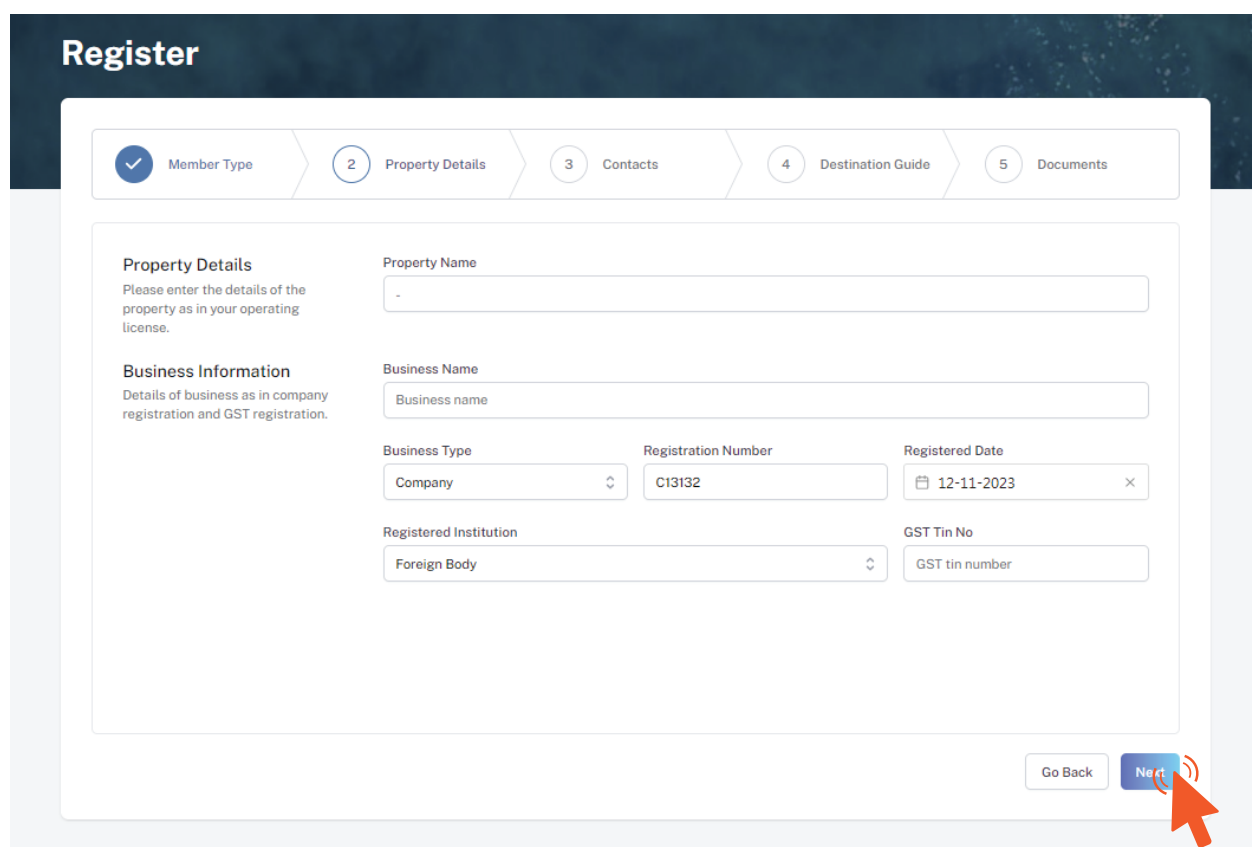
Registration Number - **Example: C-0XXX/2021**

Registration Number must be as in the Registration Certificate

Registered Date - **Example: 30 - Aug - 2019**

Registered Date must be as in the Registration Certificate

Registered Institution - **Example: Ministry of Youth, Sports & Community Empowerment**



The 'Register' page shows the 'Property Details' section. It includes fields for Property Name, Business Name, Business Type (Company), Registration Number (C13132), Registered Date (12-11-2023), Registered Institution (Foreign Body), and GST Tin No. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Click Next Once you are done entering the name.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address
Current address of the NGO or Association

Person of Authority
Person of Authority must be the President/Head of the NGO/Association. The details should include their Full Name, Designation, Contact Number, and their official email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same as email used to create account**).
All updates regarding Membership and all the circulars will be sent to this email

Click **Next**, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click **Next**, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Island

Email

Phone

Website

Kaafu

Kaashidhoo

info@mnaresortandspa.com

3035555

https://www.mnaresortandspa.com

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents: the NGO/Association Registration Certificate

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

NGO/Association Registration

Other (Optional)

Upload a file

Upload a file

PNG, JPG, PDF up to 2MB

PNG, JPG, PDF up to 2MB

Go Back

Submit

Click **Submit** once all the document has been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

Documents

Timeline

Status change history

Drafted

Submitted

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

Drafted

Submitted

Incomplete

Submitted

Incomplete

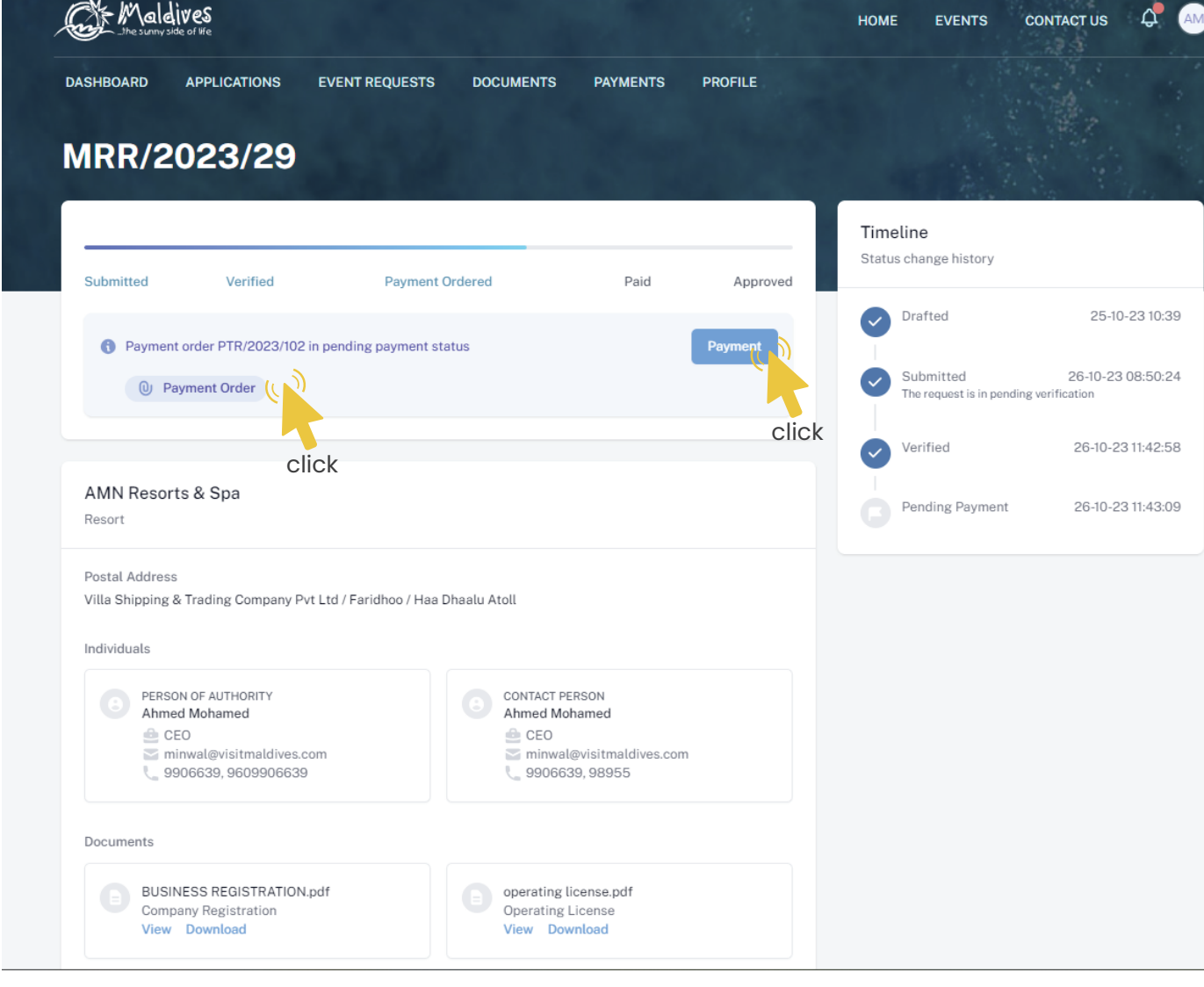
Re-draft Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

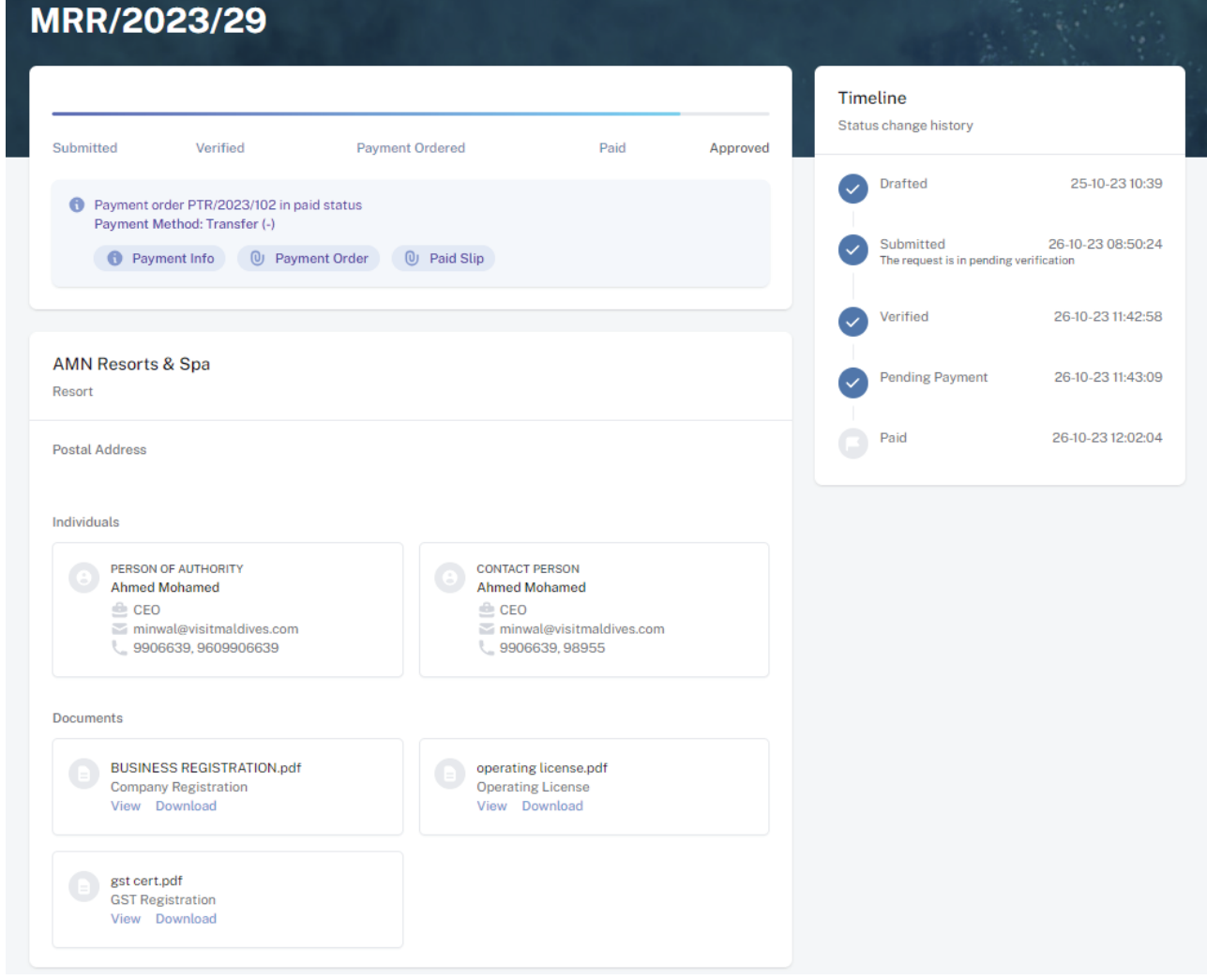
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

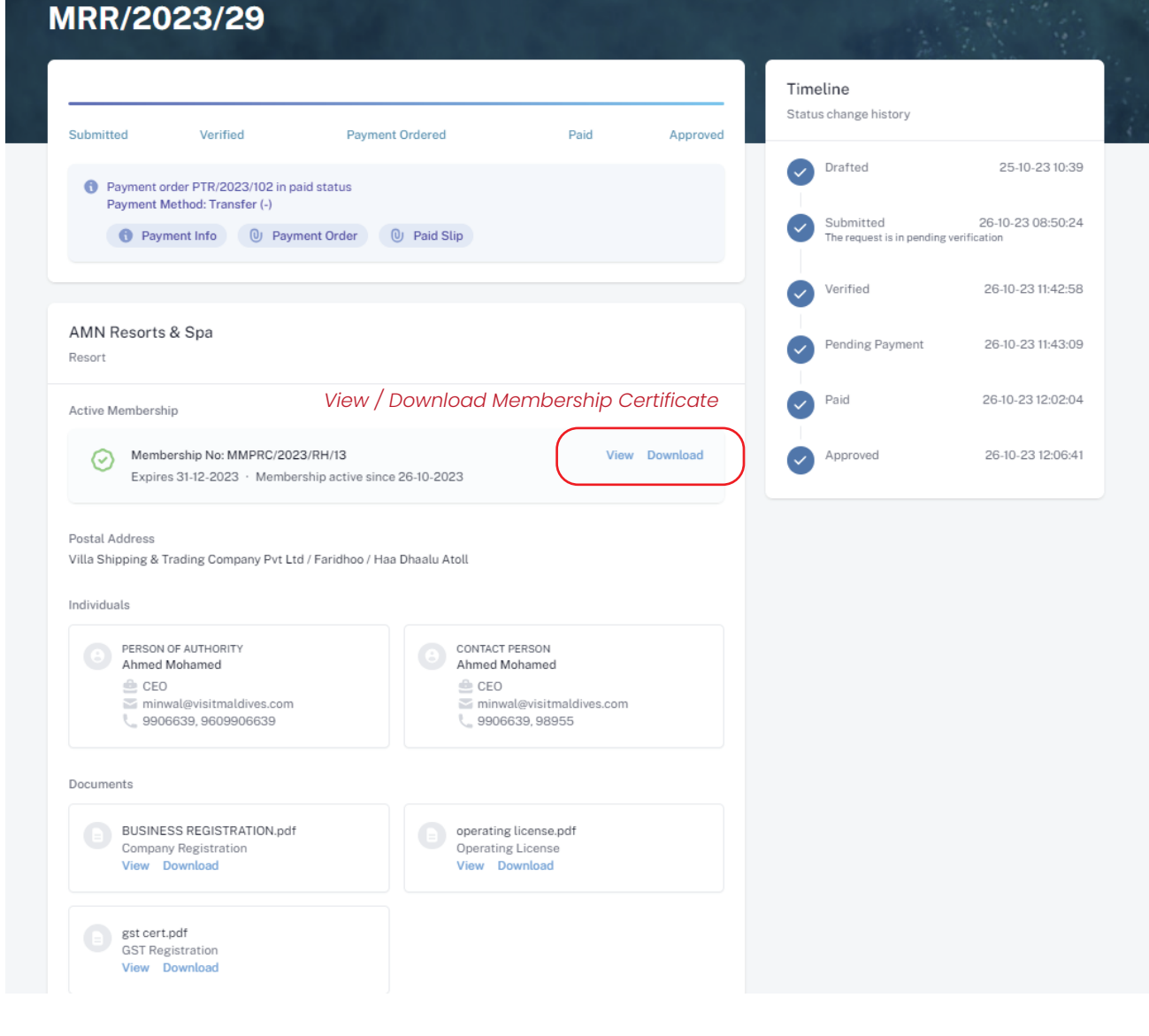
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Type: Others – Local



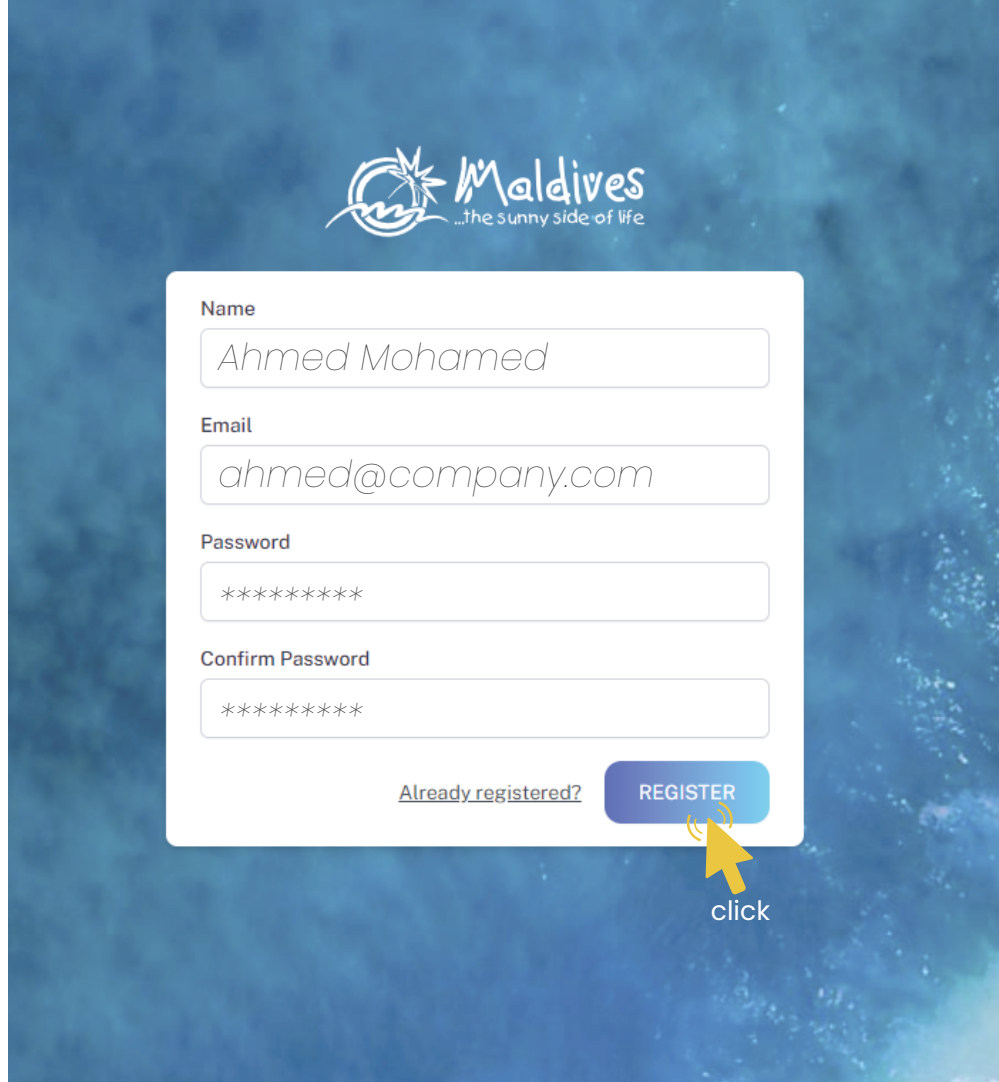
Become a Member

Member Type: Others – Local

Step 1 – Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



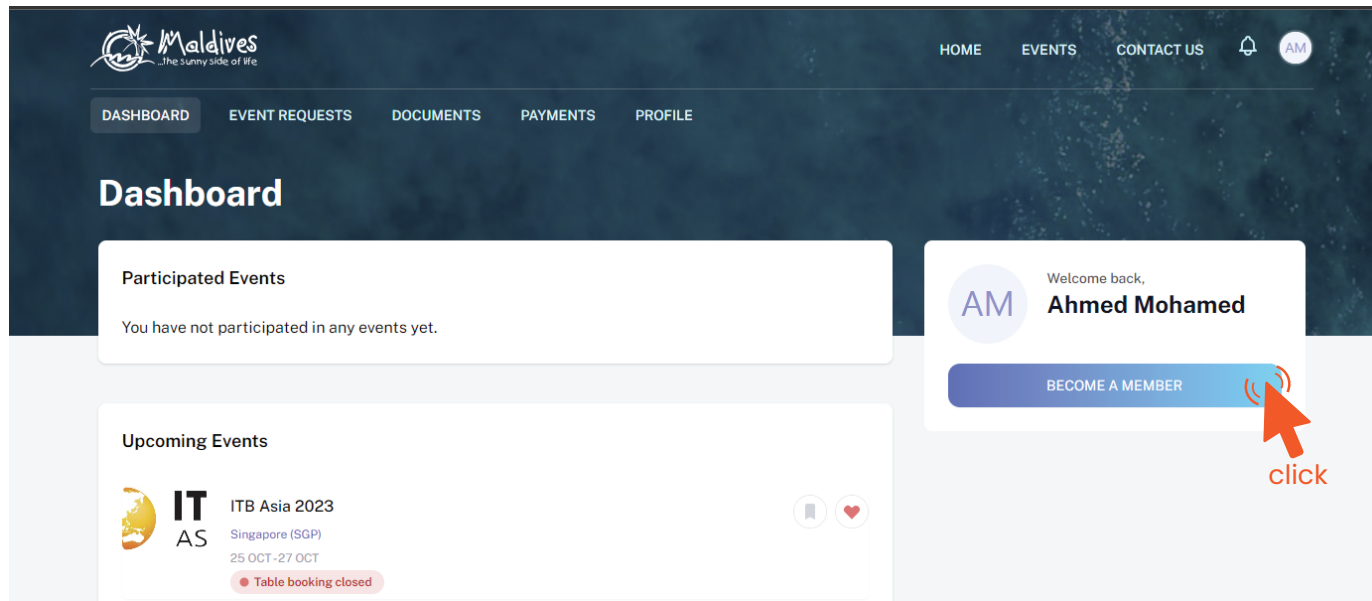
The registration form is titled 'Maldives - The sunny side of life'. It contains four input fields: 'Name' (Ahmed Mohamed), 'Email' (ahmed@company.com), 'Password' (*****), and 'Confirm Password' (*****). Below the fields are two buttons: 'Already registered?' (a link) and 'REGISTER' (a blue button). A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 – User Dashboard

Click on **Become A Member**, button as shown in the image below.

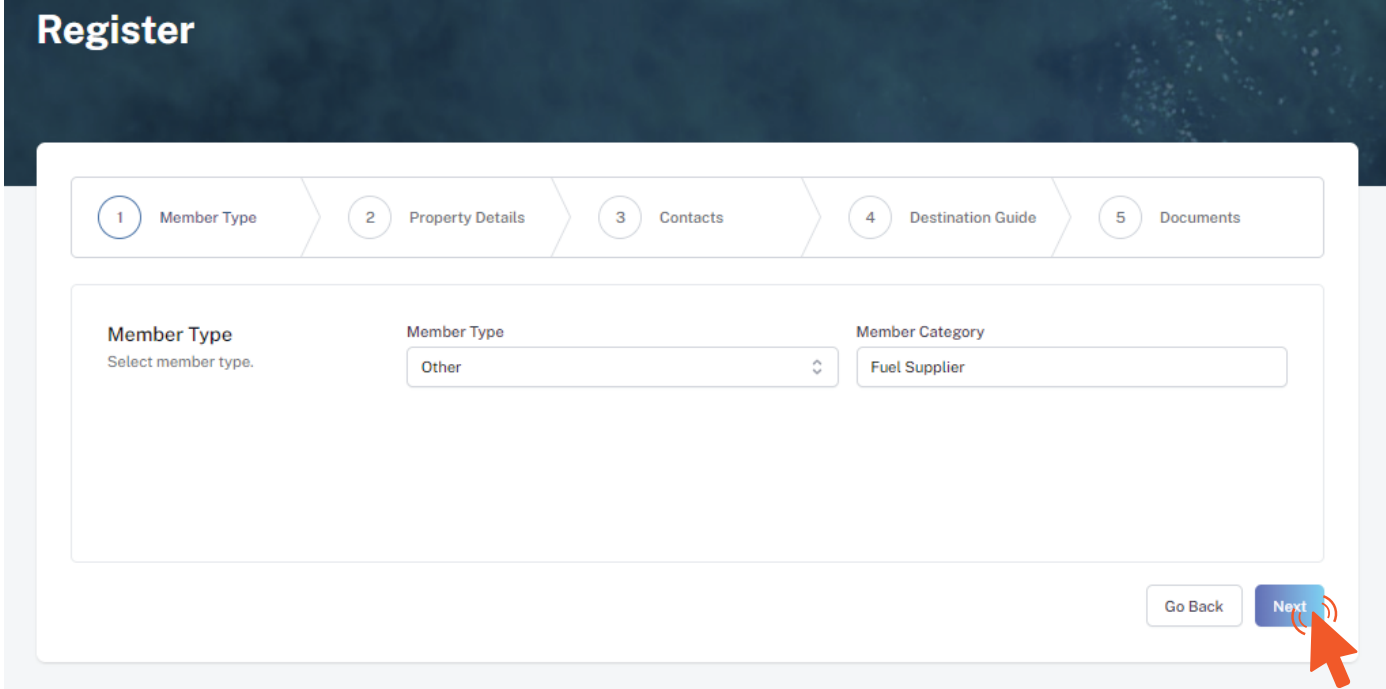


The dashboard shows a welcome message 'Welcome back, Ahmed Mohamed' and a 'BECOME A MEMBER' button. A red arrow points to the button with the text 'click'.

Step 3 – Select Member Type

From the drop-down list select the member type (Others – Local) and press Next

Enter the Member Category after selecting Other – **Example: Fuel Supplier**



The 'Register' form shows a progress bar with five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Member Type' section has a dropdown menu set to 'Other' and a 'Member Category' dropdown set to 'Fuel Supplier'. At the bottom right, there are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 – Enter Property Details & Business Information Details.

Property Details

Property Name – **Example: AMI Fuel**

Property Name must be as in the **Business Registration Certificate / Name Registration Certificate** Issued by the Ministry of Economic Development

Business Information

These details can be found in the business registration certificate issued by Ministry of Economic Development

Business Name – **Example: AMI Fuel**

Please ensure that the business name entered is the same as in the **Business Registration Certificate**.

Business Type – **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their ID cards.**

Registration Number – **Example: C-0XXX/2021**

Registration Number must be as in the Business Registration Certificate issued by the Ministry of Economic Development

Registered Date – **Example: 30 – Aug – 2019**

Registered Date must be as in the Business Registration Certificate issued by the Ministry of Economic Development

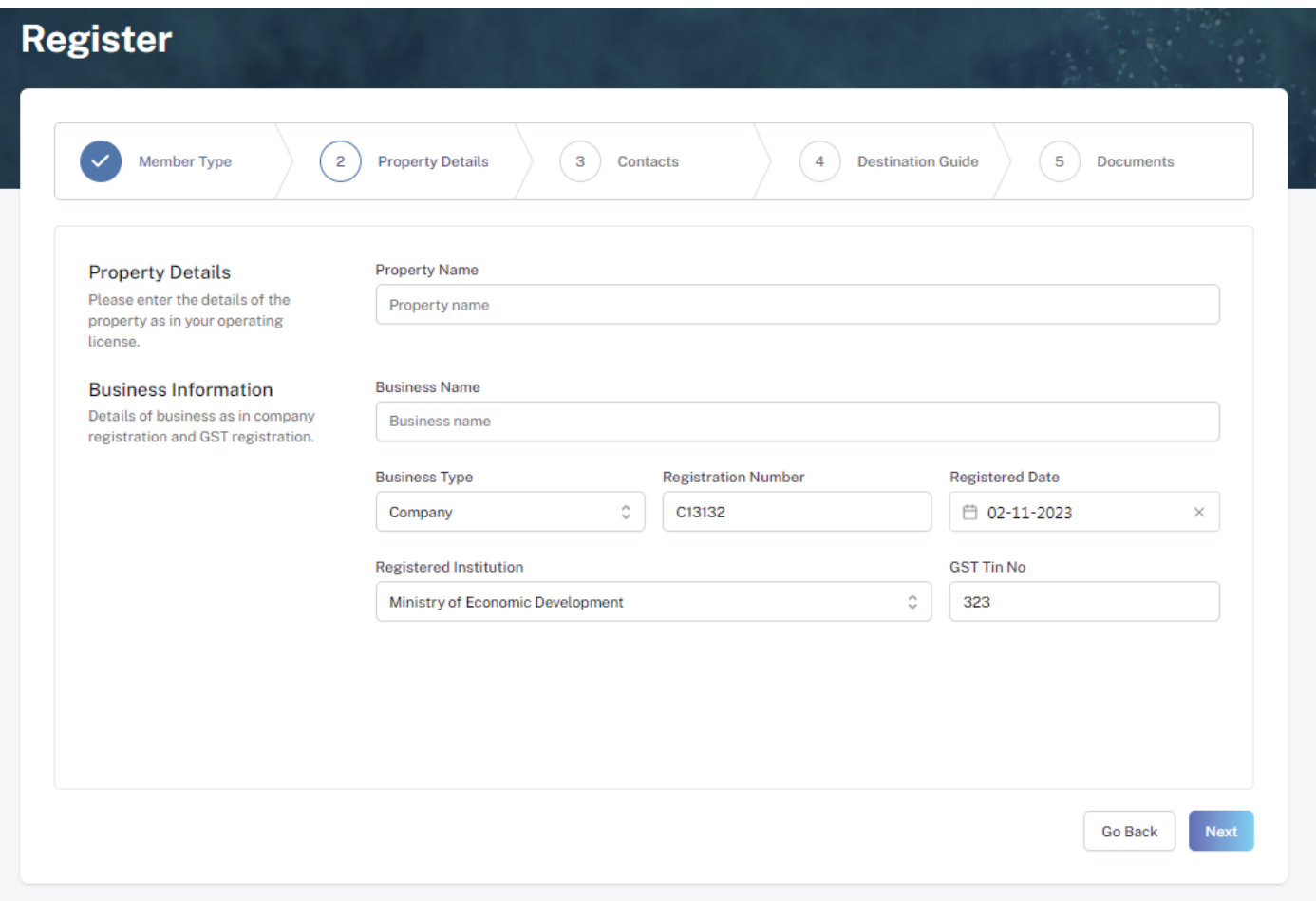
Registered Institution – **Example: Ministry of Economic Development**

Registered institution will be the Ministry of Economic Development in the case of (Others – Local)

GST Tin Number – **Example: 10XXXXXGST00X**

GST Tin Number must be as in the GST Registration Certificate issued by Maldives Inland Revenue Authority

Members are only required to enter GST Tin Number ONLY if it is applicable otherwise the field must be left blank.



The 'Register' form shows a progress bar with five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Property Details' section has a 'Property Name' field. The 'Business Information' section has a 'Business Name' field, a 'Business Type' dropdown set to 'Company', a 'Registration Number' field set to 'C13132', a 'Registered Date' field set to '02-11-2023', a 'Registered Institution' dropdown set to 'Ministry of Economic Development', and a 'GST Tin No' field set to '323'. At the bottom right, there are 'Go Back' and 'Next' buttons.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address
Current address (Eg. Male’ Office Address) of the Company

Person of Authority
Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (Must be the same as email used to create account).
All updates regarding Membership and all the circulars will be sent to this email

Click Next, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. Please ensure that the details entered are correct.

Click Next, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Atoll

Island

Email

Phone

Website

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.
Required documents include
Business Registration and GST Certificate (if applicable).

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Business Registration

Upload a file

Other (Optional)

Upload a file

Go Back

Submit

click

Click Submit once all documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

Documents

Timeline

Status change history

Drafted

Submitted

Submitted

The registration request for 'AMN Resorts & Spa' submitted.

Table Booking Closed

Table booking have been closed for the Visit Maldives Fair 2023 event.

Updates of Application progress will be emailed to the registered email

If for any reason your application is declined, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

Drafted

Submitted

Incomplete

Submitted

Incomplete

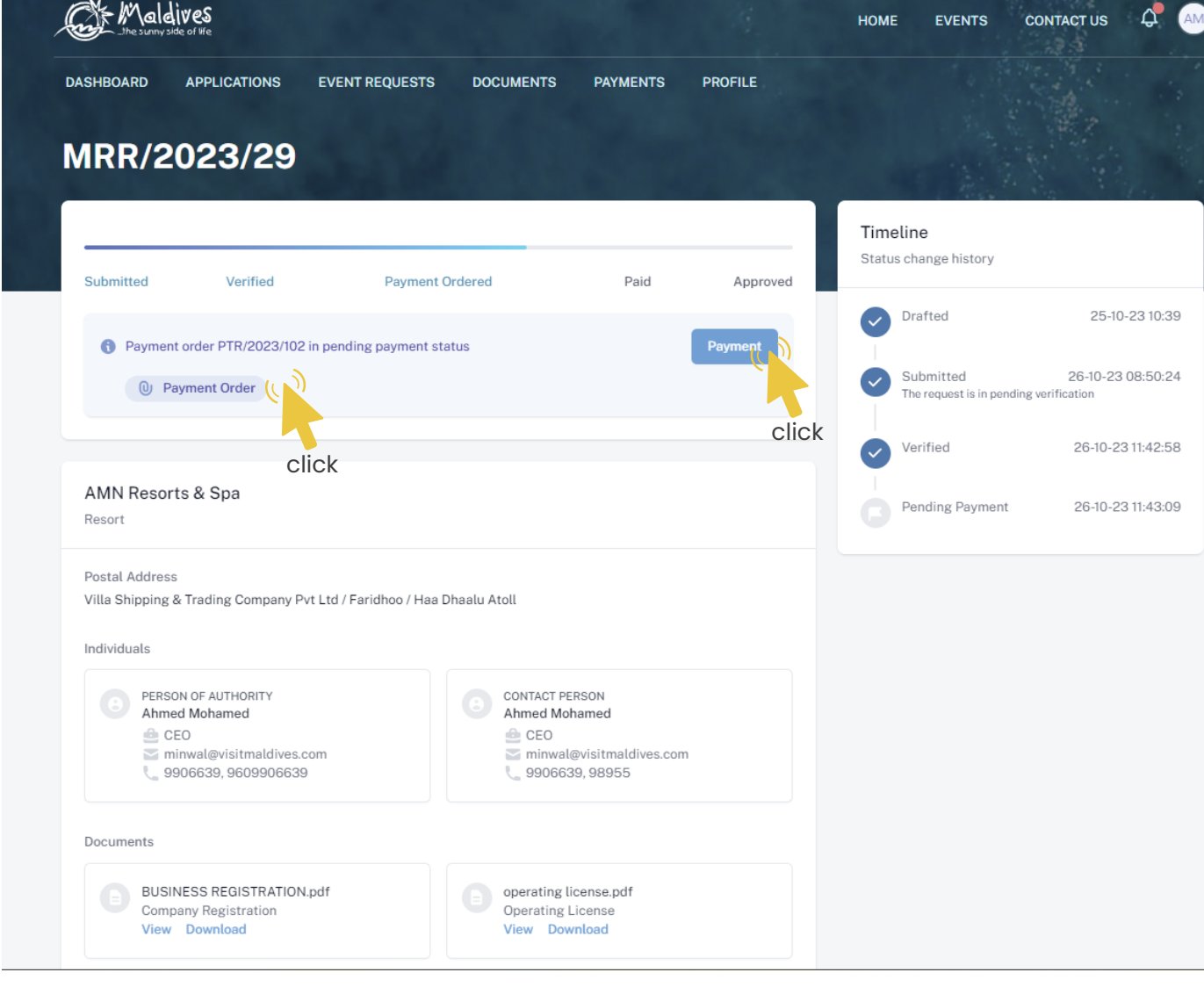
Re-draft Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been verified.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

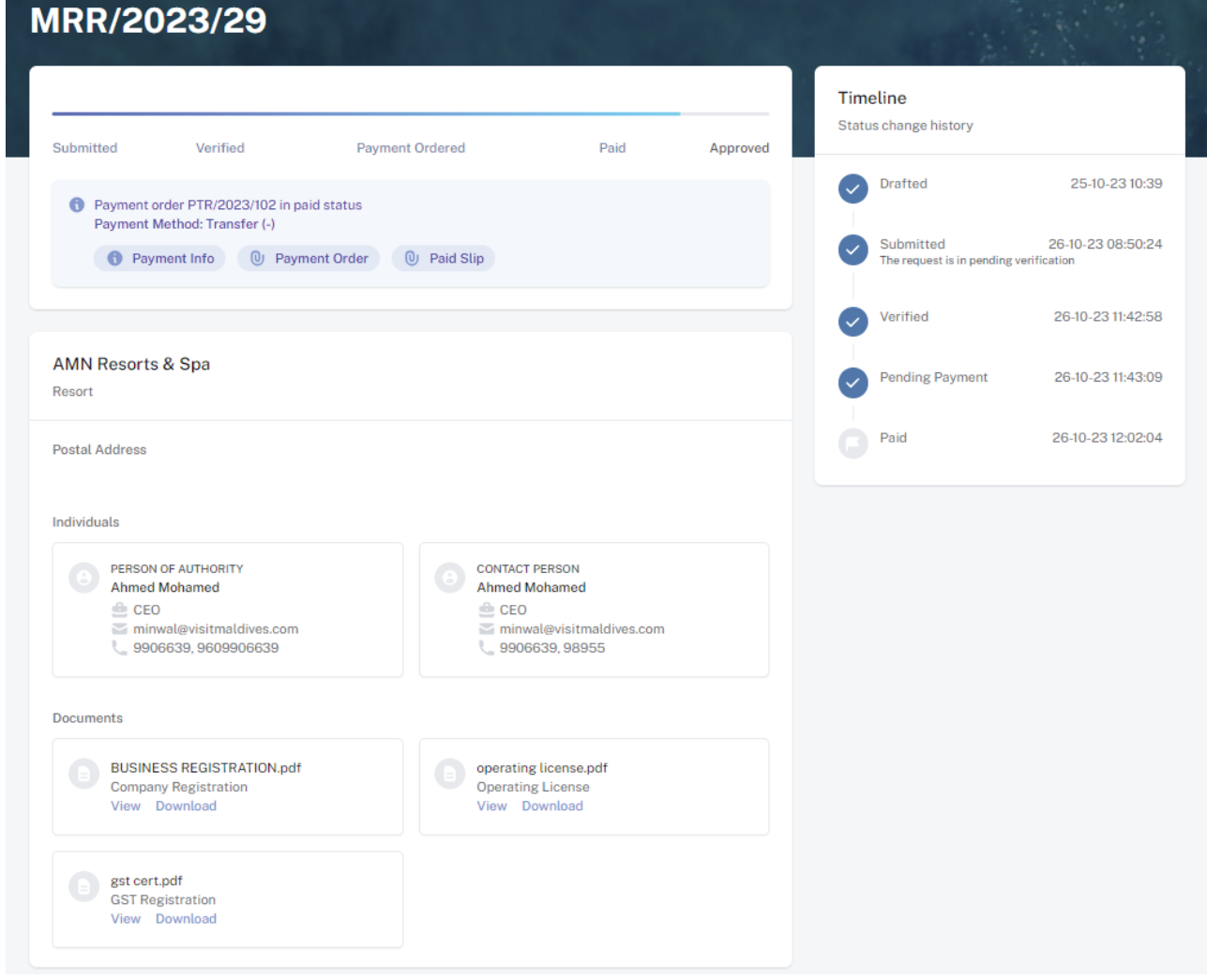
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

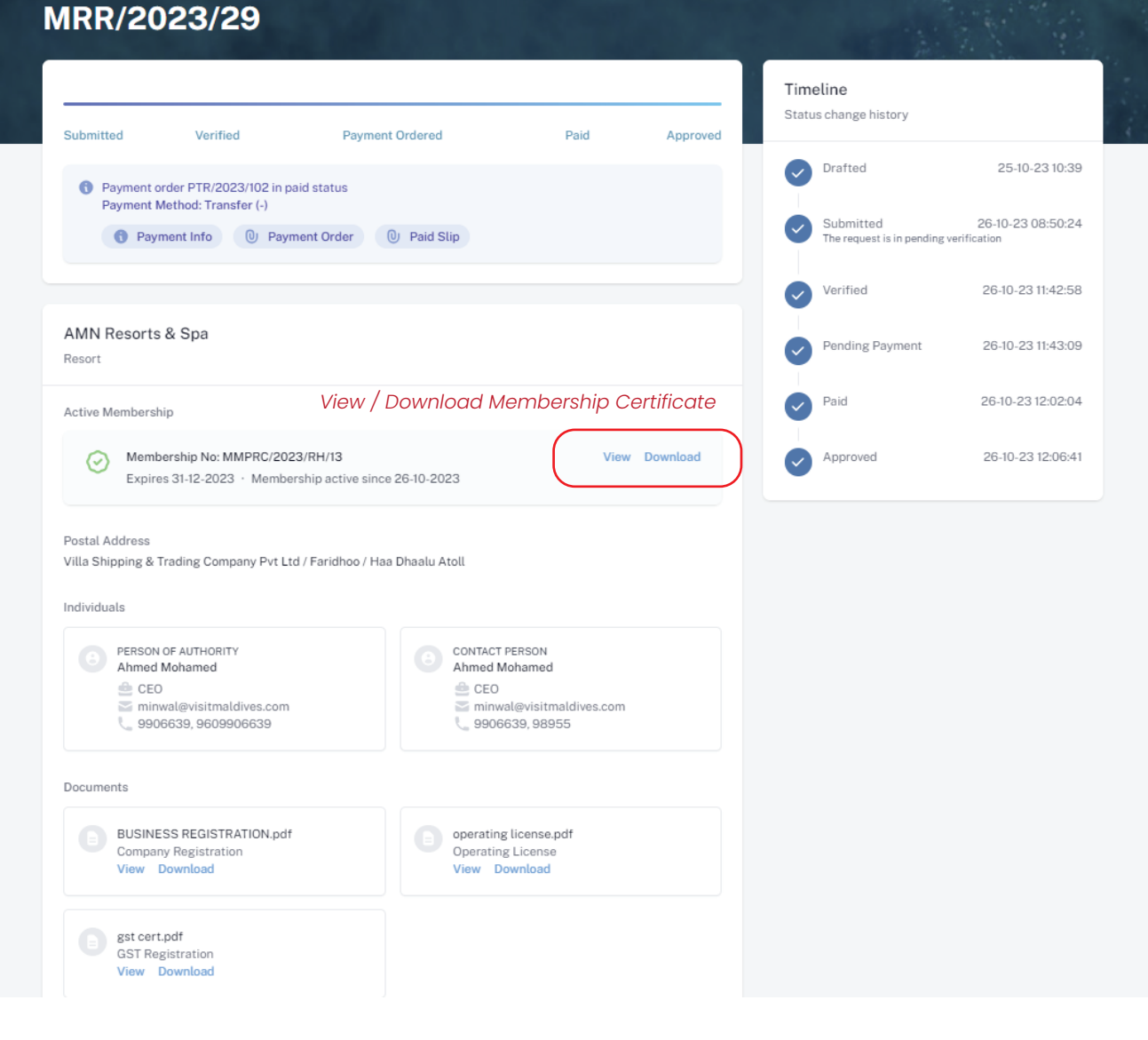
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Types: Foreign Travel Agents & Foreign Tour Operators



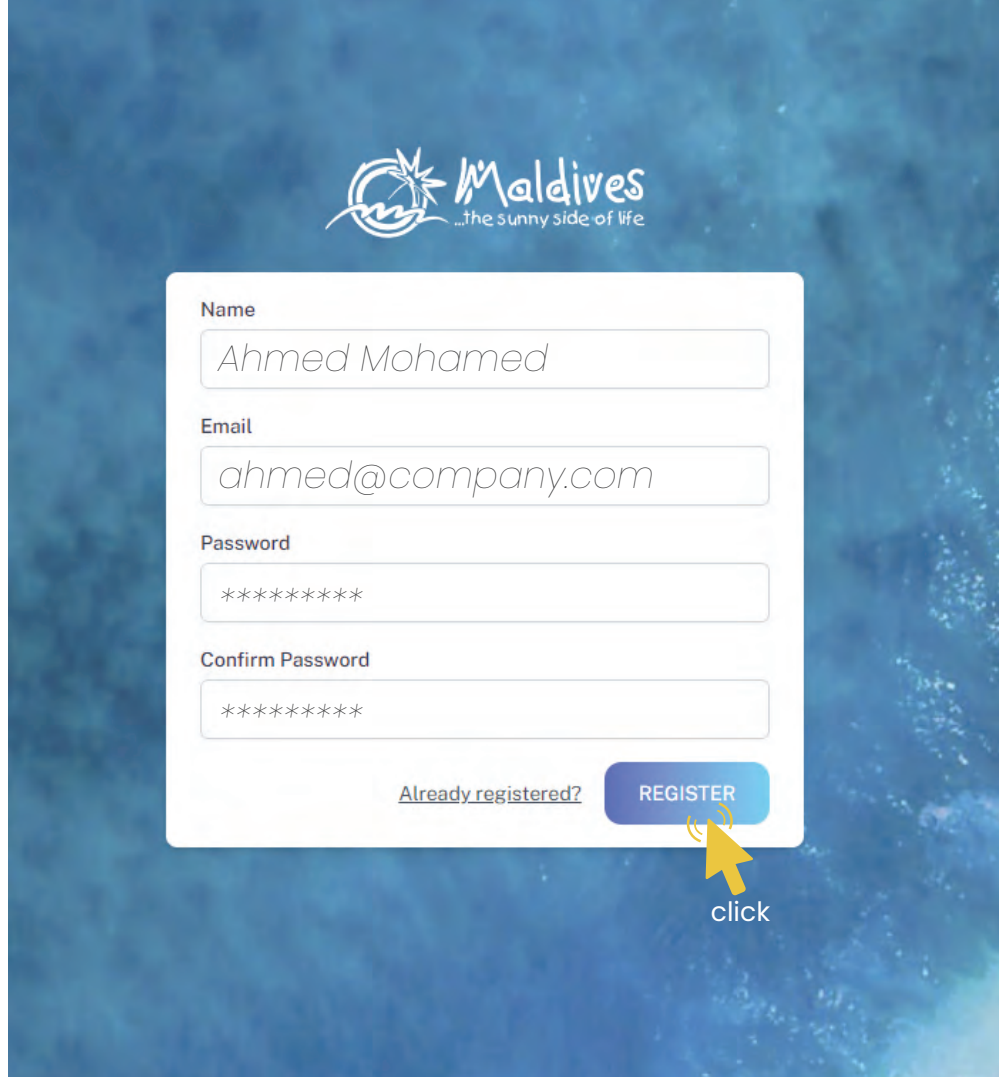
Become a Member

Member Types: Foreign Travel Agents & Foreign Tour Operators

Step 1 - Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



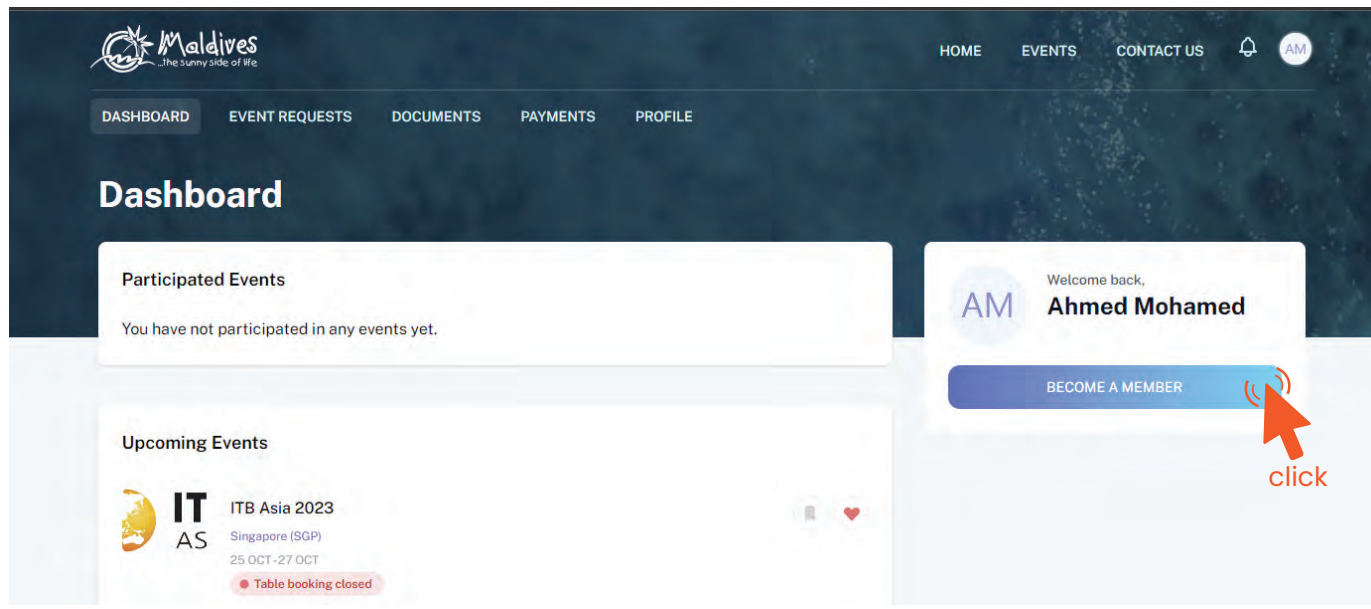
The registration form is displayed on a blue background. It includes fields for Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). There is a link for 'Already registered?' and a blue 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the word 'click' below it.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 - User Dashboard

Click on **Become A Member**, button as shown in the image below.

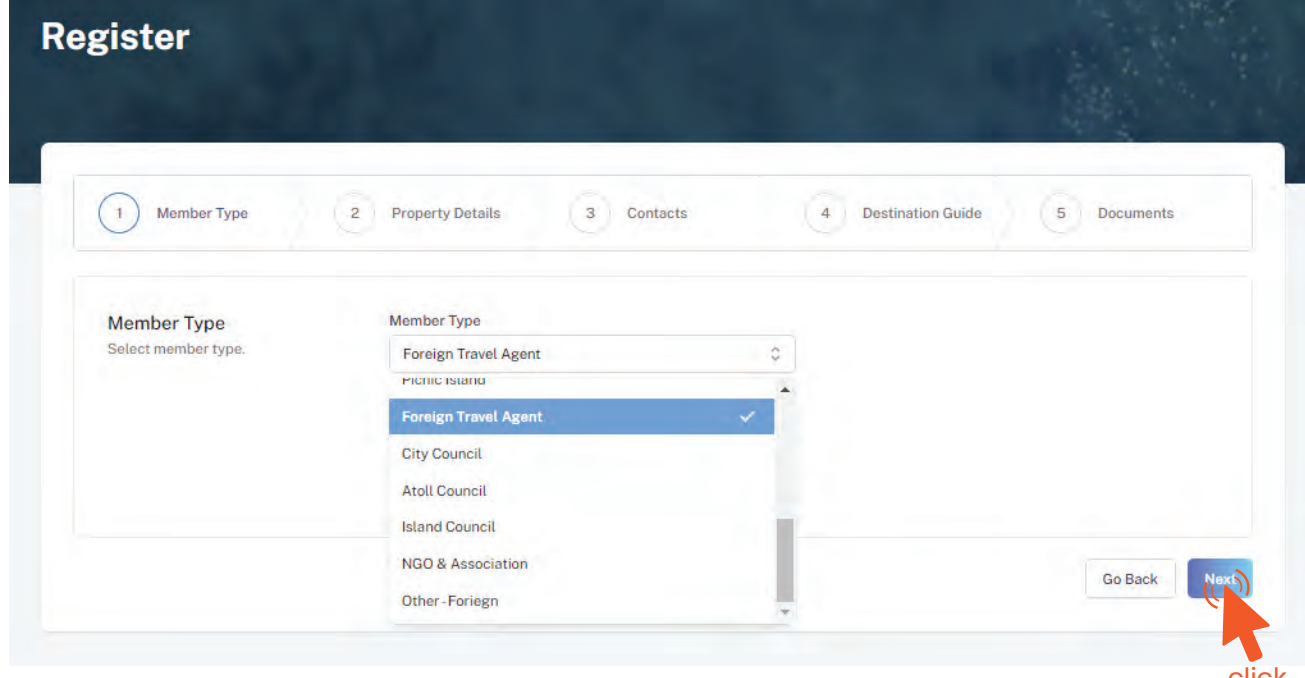


The user dashboard is shown with a dark blue header. The main content area includes a 'Participated Events' section, an 'Upcoming Events' section, and a 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the word 'click' below it.

Step 3 - Select Member Type

From the drop-down list select the member type and press Next

Example (Foreign Travel Agents & Foreign Tour Operators)



The 'Register' form is shown with a progress bar at the top. The 'Member Type' section is active, showing a dropdown menu with options: Foreign Travel Agent, Foreign Tour Operator, City Council, Atoll Council, Island Council, NGO & Association, and Other - Foreign. A red arrow points to the 'Next' button with the word 'click' below it.

Step 4 - Enter Property Details & Business Information Details.

Property Details

Property Name - **Example: AMN Travels**

Property Name must be as in the Operating License.

Registry Number

Registry Number must be as in the Operating License.

Operating License Number

Operating License Number must be as in the Operating License.

Issued Date - **Example: 29-10-2018**

Issued Date must be as in the Operating License

Expiry Date - **Example: 29-10-2030**

Expiry Date must be as in the Operating License

Issued Institution - **Example: Foreign Body**

Issued institution selected must be Foreign Body for Foreign Travel Agents & Foreign Tour Operators

Business Information

Business Name - **Example: AMI Private Limited**

Business name is usually not the same as Property Name, please ensure that the business name entered is the same as in the **Business Registration Certificate**.

Business Type - **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their Passport Copy.**

Registration Number - **Example: 30 - Aug - 2019**

Registration Number must be as in the Business Registration Certificate

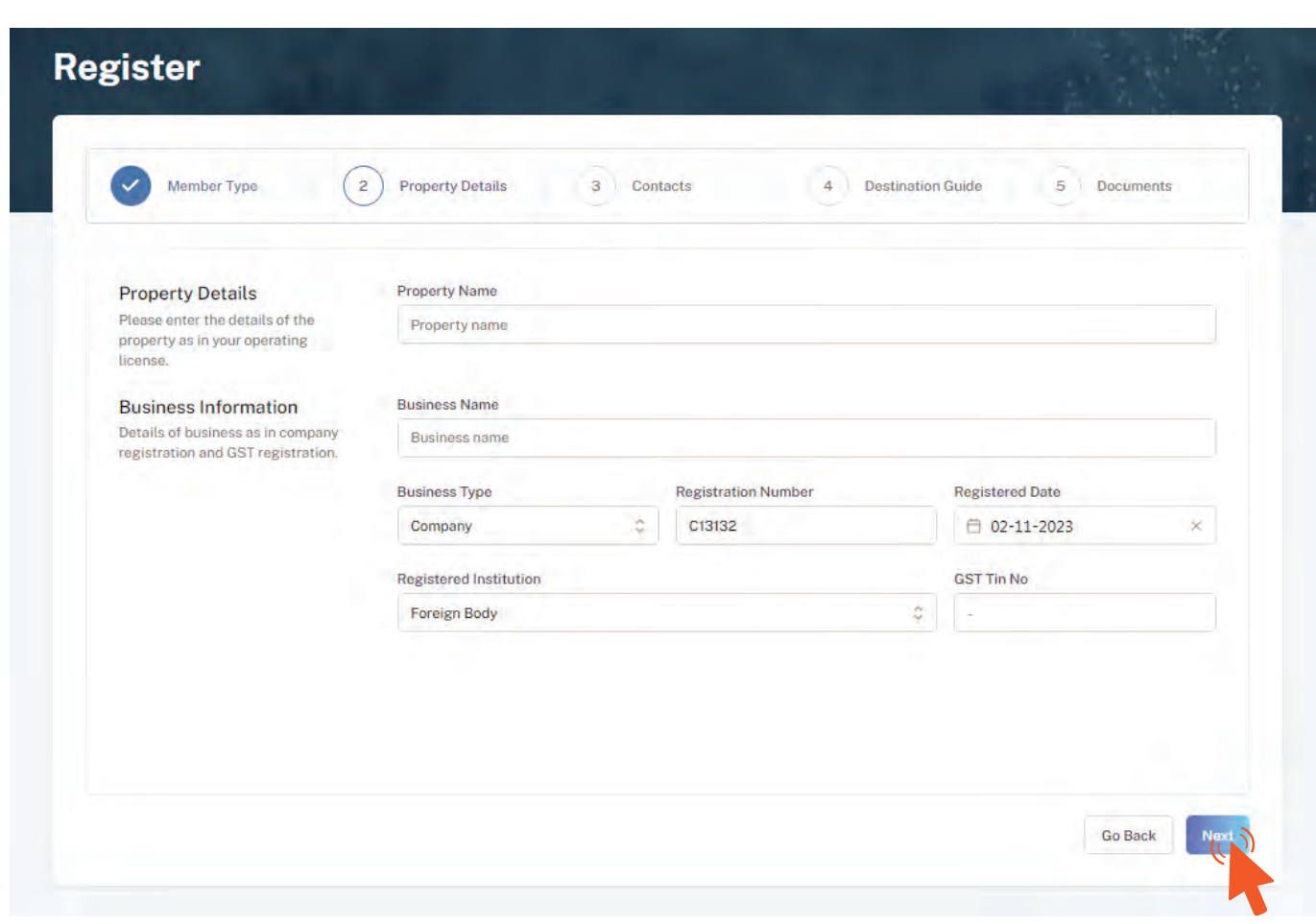
Registered Date - **Example: 30 - Aug - 2019**

Registered Date must be as in the Business Registration Certificate

Registered Institution - **Example: Foreign Body**

Registered institution of Foreign Tour Operators/ Foreign Travel Agents must select Foreign Body from the drop down menu.

Tax Number - **Example: 10XXXXTAX00X**



The 'Register' form is shown with a progress bar at the top. The 'Property Details' section is active, showing fields for Property Name, Business Name, Business Type, Registration Number, Registered Date, Registered Institution, and GST Tin No. A red arrow points to the 'Next' button with the word 'click' below it.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3 Contacts

4 Destination Guide

5 Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Kaafu

Island

Male'

District

Select district

Person Of Authority

Person of authority details.

Full Name

Full Name

Designation

Designation

Mobile

Mobile

Email

Email

Phone

Phone

Correspondent Information

Contact person details.

Full Name

Full Name

Designation

Designation

Mobile

Mobile

Email

Email

Phone

Phone

Go Back

Next

Postal Address

Current address of the Foreign Travel Agents & Foreign Tour Operators

Person of Authority

Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information

The details should include their Full Name, Designation, Contact Number, and their email address (**Must be the same as email used to create account**).

All updates regarding Membership and all the circulars will be sent to this email

Click **Next**, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. **Please ensure that the details entered are correct.**

Click **Next**, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4 Destination Guide

5 Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Country

Email

Email

Phone

Phone

Website

Website

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.

Required documents include

Business Registration, Operating License and GST Certificate.

Register

Member Type

Property Details

Contacts

Destination Guide

5 Documents

Documents

Required documents.

Business Registration

Upload a file

Membership Guide.pdf

Operating License

Upload a file

PNG, JPG, PDF up to 2MB

GST Registration

Upload a file

PNG, JPG, PDF up to 2MB

Other (Optional)

Upload a file

PNG, JPG, PDF up to 2MB

Go Back

Submit

click

Click Submit once all three documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

Individuals

PERSON OF AUTHORITY

Ahmed Mohamed

CEO

mmwal@visnimaldives.com

9999999999999999

CONTACT PERSON

Ahmed Mohamed

CEO

mmwal@visnimaldives.com

9999999999999999

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View

Download

operating license.pdf

Operating License

View

Download

gst cert.pdf

GST Registration

View

Download

Timeline

Status change history

Drafted

25-10-23 10:39

Submitted

26-10-23 08:50:24

The request is in pending verification

Submitted

The registration request for 'AMN Resorts & Spa' submitted.

View

Table Booking Closed

Table booking have been closed for the 'Visit Maldives Fair 2023' event.

View

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is **declined**, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

Timeline

Status change history

Drafted

29-10-23 10:12

Submitted

01-11-23 12:44:41

The request is in pending verification

Incomplete

01-11-23 12:45:05

Submitted

01-11-23 12:45:31

The request is in pending verification

Incomplete

01-11-23 12:47:21

Wrong documents submitted.

click

The timeline will indicate the reason for declining.

Re-draft

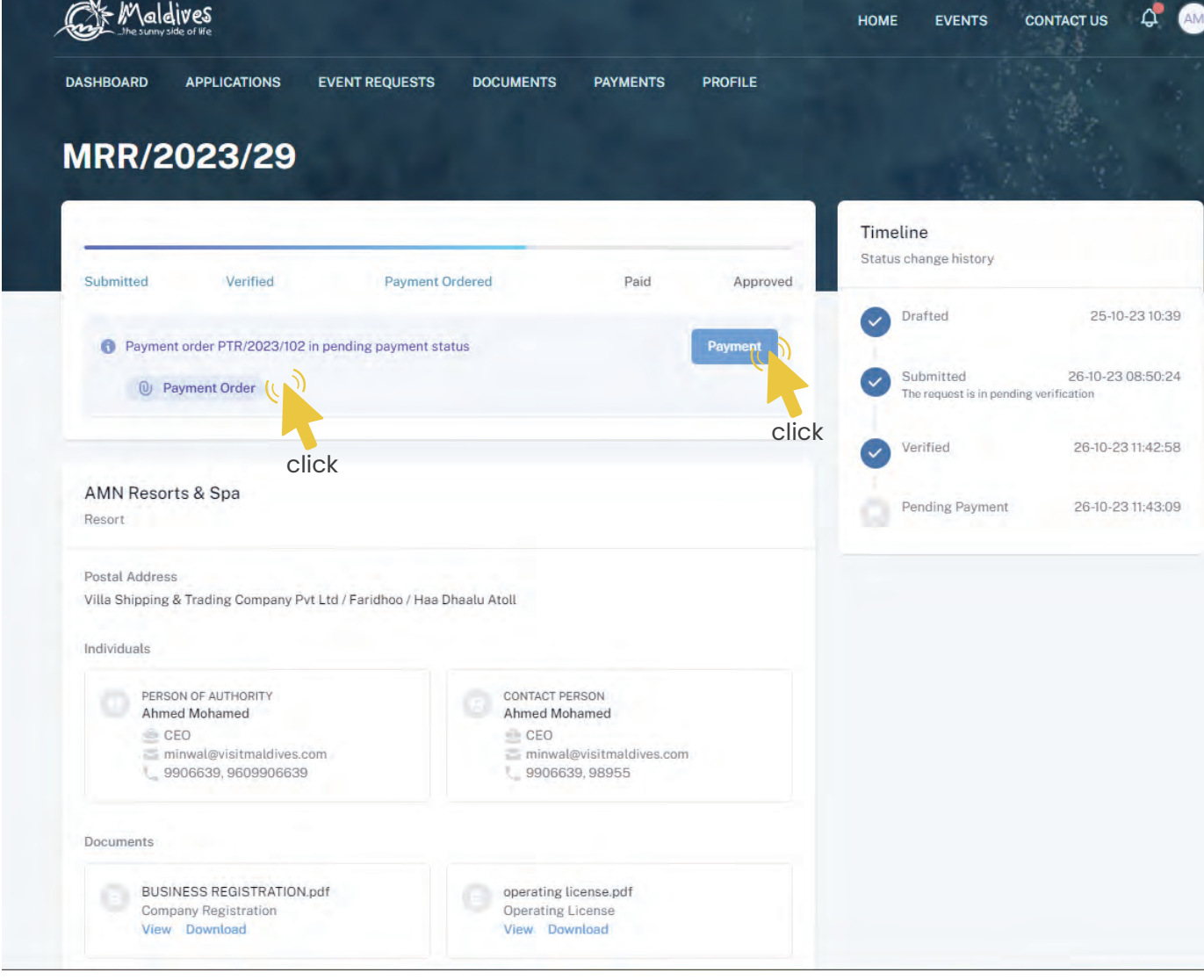
Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been **verified**.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

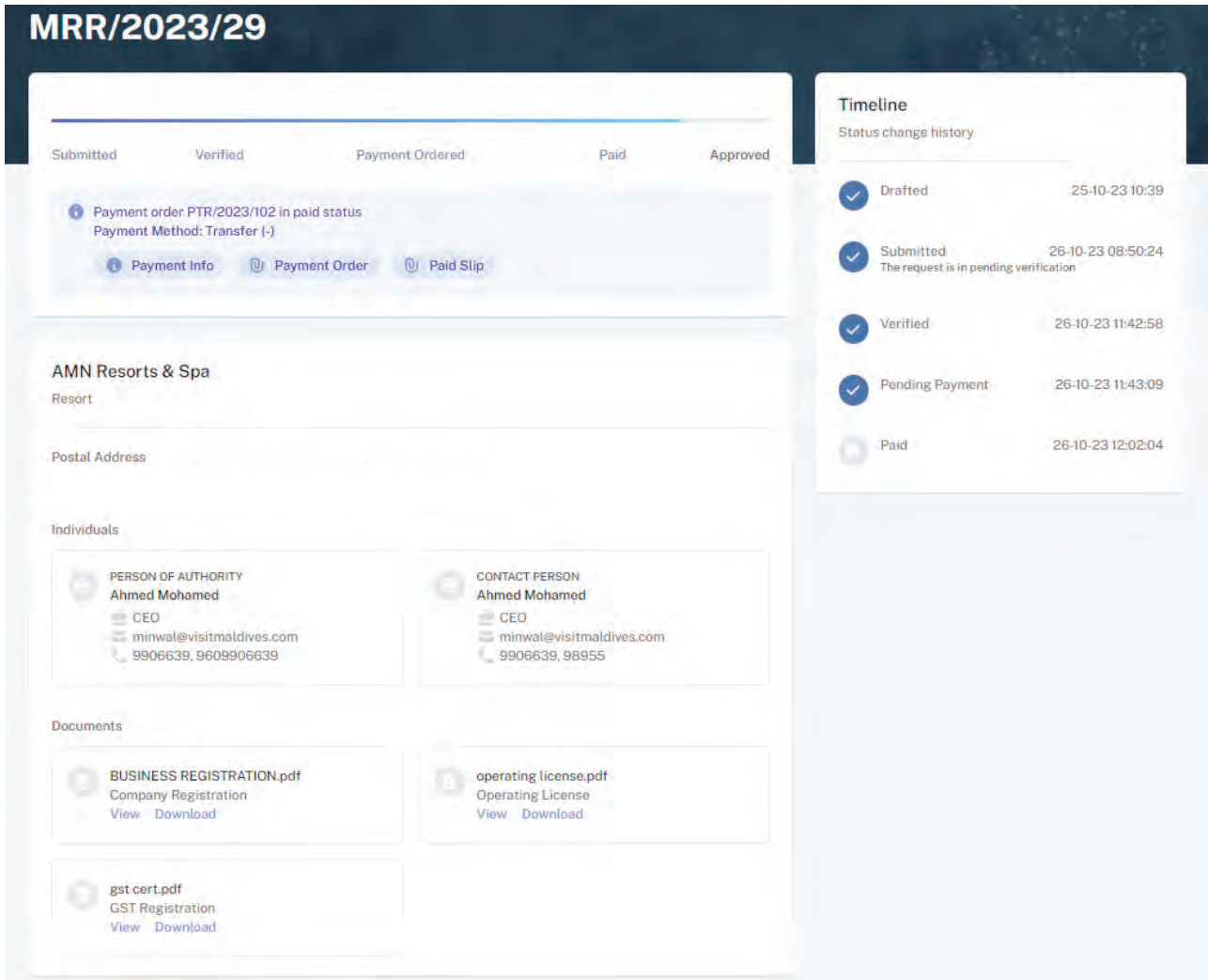
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

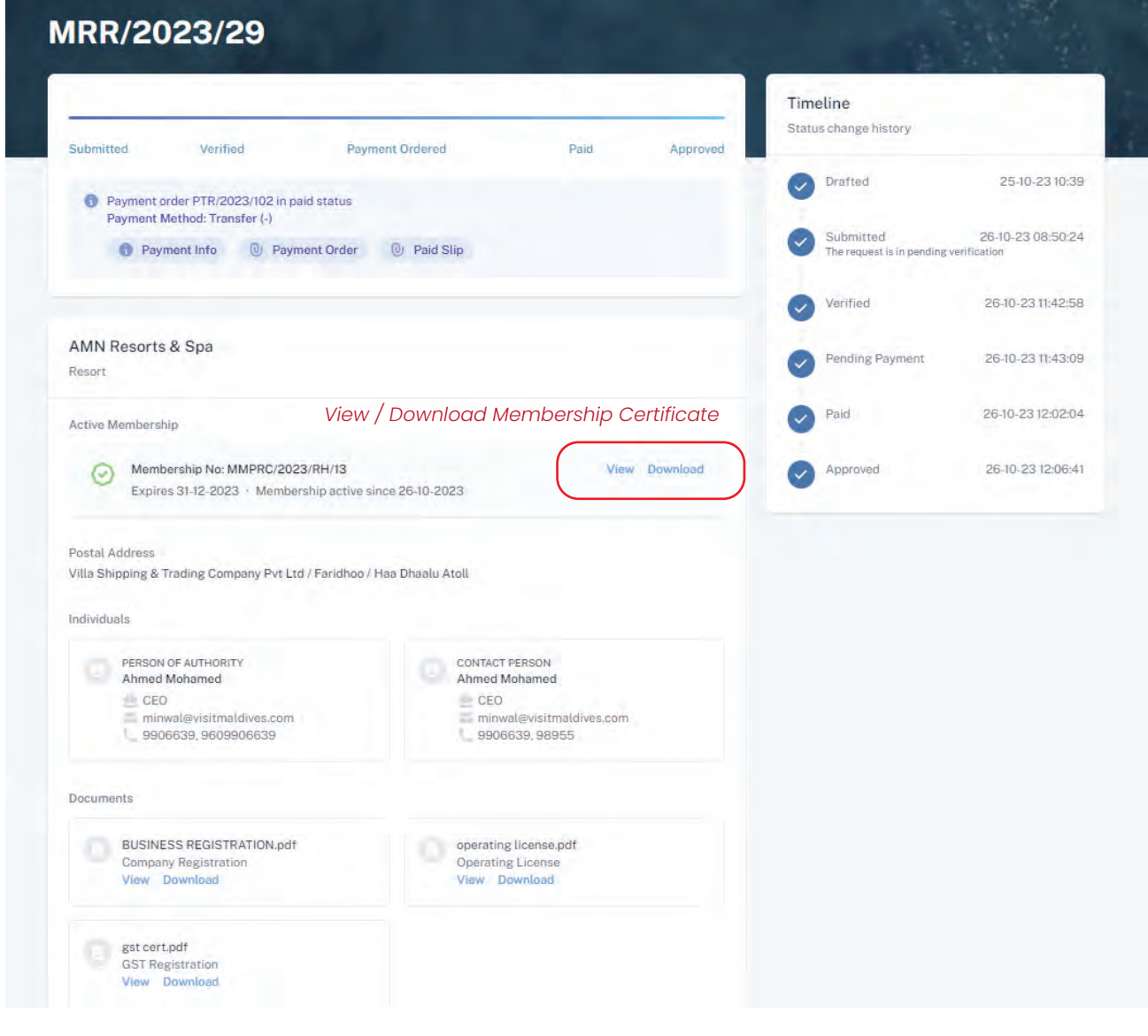
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.

Membership User Guide 2023

Follow these steps to become a member of MMPRC.

Member Type: Others – Foreign



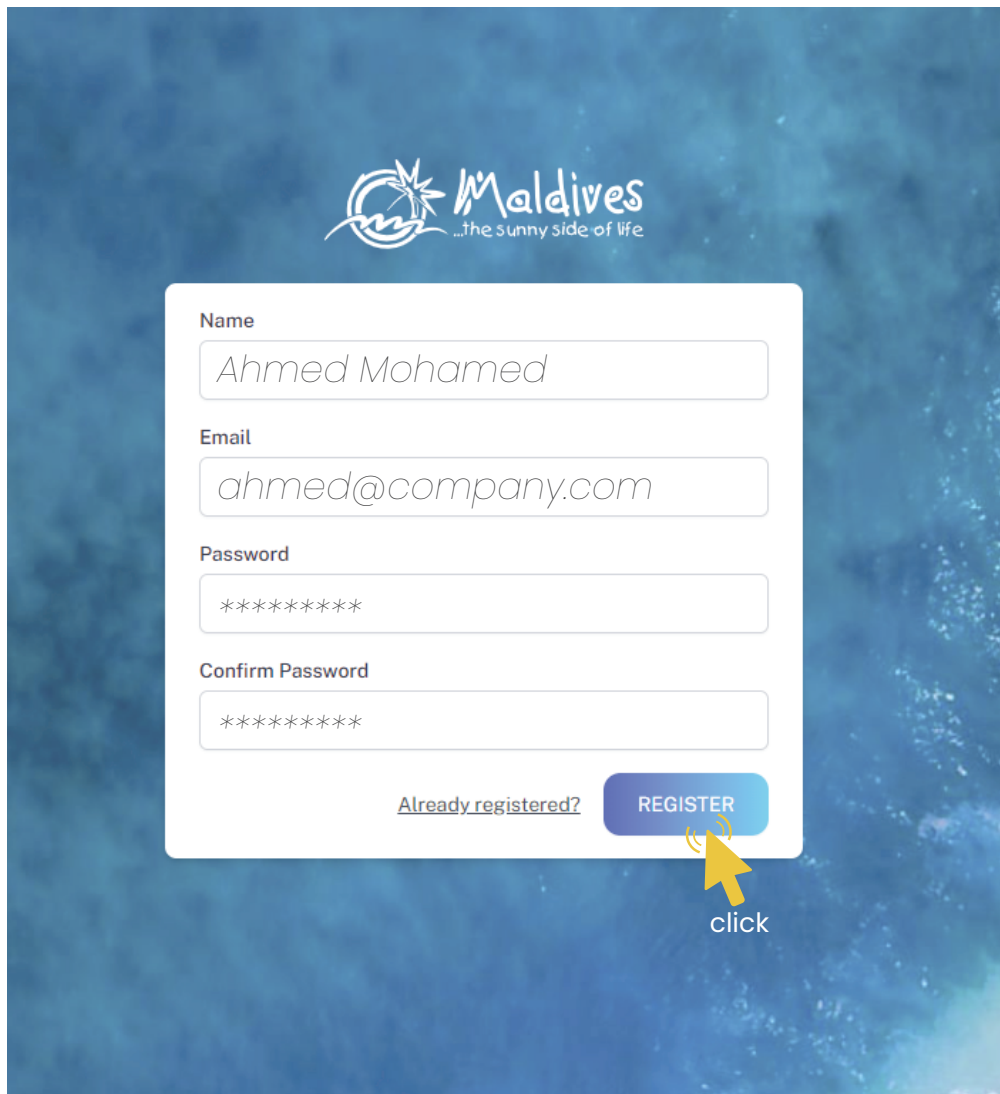
Become a Member

Member Type: Others – Foreign

Step 1 – Login to the Portal

To log in to the Membership Portal enter your Name, **Company Email Address**, Password and Password Confirmation.

<https://members.visitmaldives.com/register>



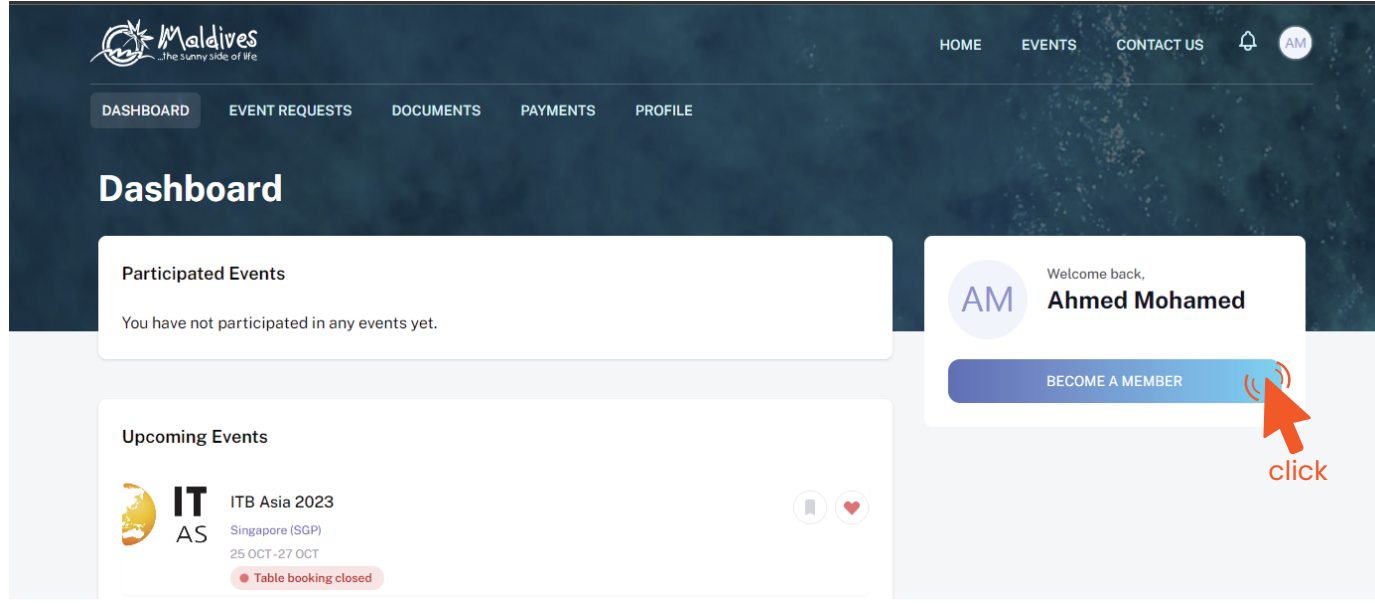
The screenshot shows a registration form with the following fields: Name (Ahmed Mohamed), Email (ahmed@company.com), Password (*****), and Confirm Password (*****). There is a link for 'Already registered?' and a 'REGISTER' button. A yellow arrow points to the 'REGISTER' button with the text 'click'.

Please ensure that you are not using a personal email to register for Membership. We recommend using (info@company.com or sales@company.com) or any similar emails.

Click on **Register**, and you will be directed to the user Dashboard.

Step 2 – User Dashboard

Click on **Become A Member**, button as shown in the image below.

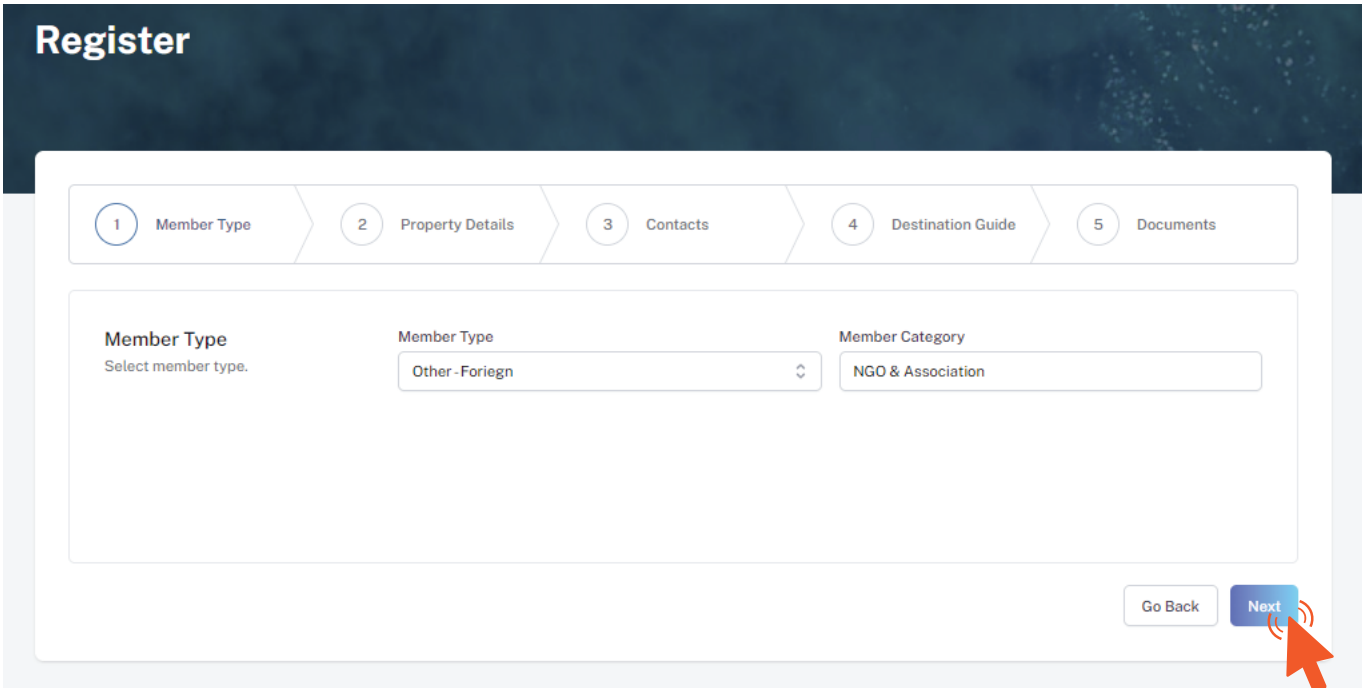


The screenshot shows the user dashboard for Ahmed Mohamed. It includes a 'Participated Events' section, an 'Upcoming Events' section with a card for ITB Asia 2023, and a 'BECOME A MEMBER' button. A red arrow points to the 'BECOME A MEMBER' button with the text 'click'.

Step 3 – Select Member Type

From the drop-down list select the member type (Others – Foreign) and press Next

Enter the Member Category after selecting Other – **Example: Fuel Supplier**



The screenshot shows the 'Register' form with a progress bar indicating five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Member Type' section shows a dropdown menu with 'Other - Foreign' selected and a 'Member Category' dropdown menu with 'NGO & Association' selected. There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Step 4 – Enter Property Details & Business Information Details.

Property Details

Property Name – **Example: AMI Fuel**

Property Name must be as in the Business Registration Certificate

Business Information

Business Name – **Example: AMI Private Limited**

Please ensure that the business name entered is the same as in the Business Registration Certificate.

Business Type – **Company / Sole Proprietor**

From the drop-down list select the business type. This could either be Company or Sole Proprietorship. **Sole proprietors are required to submit their Passport Copy**

Registration Number

Registration Number must be as in the Business Registration Certificate

Registered Date – **Example: 30 – Aug – 2019**

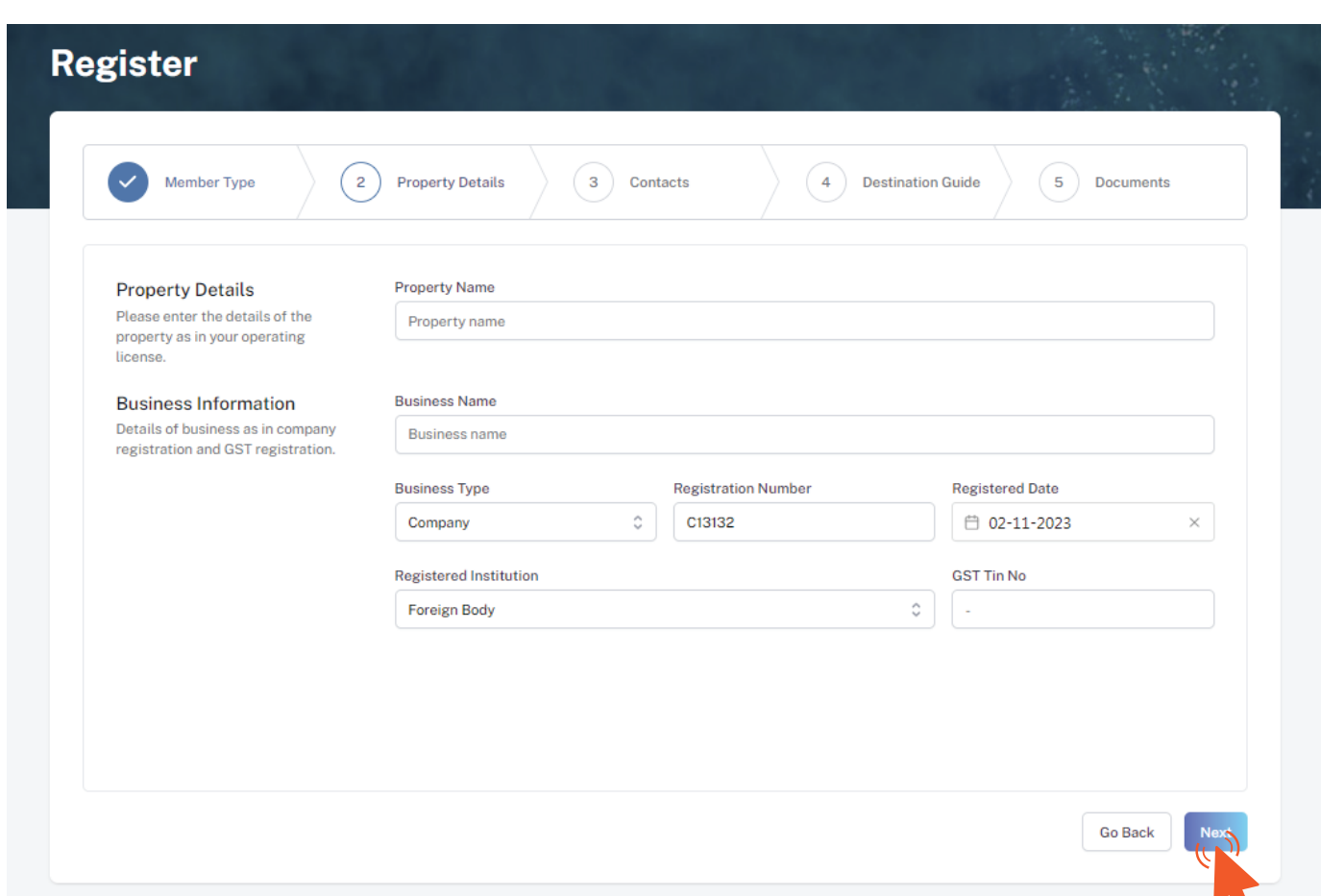
Registered Date must be as in the Business Registration Certificate

Registered Institution

Issued institution selected must be Foreign Body for Others – Foreign

Tax Number – **Example: 10XXXXTAX00X**

Members are only required to enter Tax Number ONLY if it is applicable otherwise the field must be left blank.



The screenshot shows the 'Register' form with a progress bar indicating five steps: 1. Member Type, 2. Property Details, 3. Contacts, 4. Destination Guide, and 5. Documents. The 'Property Details' section includes fields for Property Name, Business Name, Business Type (Company), Registration Number (C13132), Registered Date (02-11-2023), Registered Institution (Foreign Body), and GST Tin No (-). There are 'Go Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'click'.

Click Next Once you are done entering the Property details & Business information details.

Step 5 – Enter Contact Details

Register

Member Type

Property Details

3Contacts

4Destination Guide

5Documents

Postal Address

Postal address of member.

House/Building Name

Atoll

Island

District

Person Of Authority

Person of authority details.

Full Name

Designation

Mobile

Email

Phone

Correspondent Information

Contact person details.

Full Name

Designation

Mobile

Email

Phone

Go Back

Next

Postal Address
Current address of the Company

Person of Authority
Person of Authority must be Owner, CEO, Managing Director or anyone who is in charge of the company. The details should include their Full Name, Designation, Contact Number, and their email address.

Correspondent Information
The details should include their Full Name, Designation, Contact Number, and their email address (Must be the same as email used to create account).
All updates regarding Membership and all the circulars will be sent to this email

Click Next, once all the information has been filled out.

Step 6 – Destination Guide

This information is to be included in our official Destination Guide, Product Directory and in other official publications. Please ensure that the details entered are correct.

Click Next, once all the information has been filled out.

Register

Member Type

Property Details

Contacts

4Destination Guide

5Documents

Contact Information

To be included in our Destination Guide, Product Directory and other publications.

Country

Email

Phone

Website

Go Back

Next

click

Step 7 – Documents

Select the required documents as shown in the image below.

Required documents include
Business Registration and GST Certificate.

Register

Member Type

Property Details

Contacts

Destination Guide

5Documents

Documents

Required documents.

Business Registration

Upload a file

Other (Optional)

Upload a file

Go Back

Submit

click

Click Submit once all documents have been attached successfully.

Step 8 – Verification

Once the application has been submitted, a window like the one shown below can be seen. The progress of the application can be seen from the timeline on the right side.

MRR/2023/29

Submitted

Verified

Payment Ordered

Paid

Approved

AMN Resorts & Spa

Resort

Postal Address

PERSON OF AUTHORITY

Ahmed Mohamed

CEO

mineral@icimaldives.com

9906639, 960990639

CONTACT PERSON

Ahmed Mohamed

CEO

mineral@icimaldives.com

9906639, 98955

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View

Download

operating license.pdf

Operating License

View

Download

gst cert.pdf

GST Registration

View

Download

Timeline

Status change history

Drafted

25-10-23 10:39

Submitted

25-10-23 08:50:24

The request is in pending verification

Notifications

Submitted

The registration request for 'AMN Resorts & Spa' submitted.

View

Table Booking Closed

Table booking have been closed for the Visit Maldives Fair 2023 event.

View

Application progress can be seen from here

Progress Notifications can be seen here

Updates of Application progress will be emailed to the registered email

If for any reason your application is declined, follow the following steps:

MRR/2023/30

Submitted

Verified

Payment Ordered

Paid

Approved

Your request has been marked incomplete. You may re-draft and submit again.

Re-draft

The timeline will indicate the reason for declining.

Timeline

Status change history

Drafted

29-10-23 10:12

Submitted

01-11-23 12:44:41

The request is in pending verification

Incomplete

01-11-23 12:45:05

Submitted

01-11-23 12:45:31

The request is in pending verification

Incomplete

01-11-23 12:47:21

Wrong documents submitted.

click

Re-draft

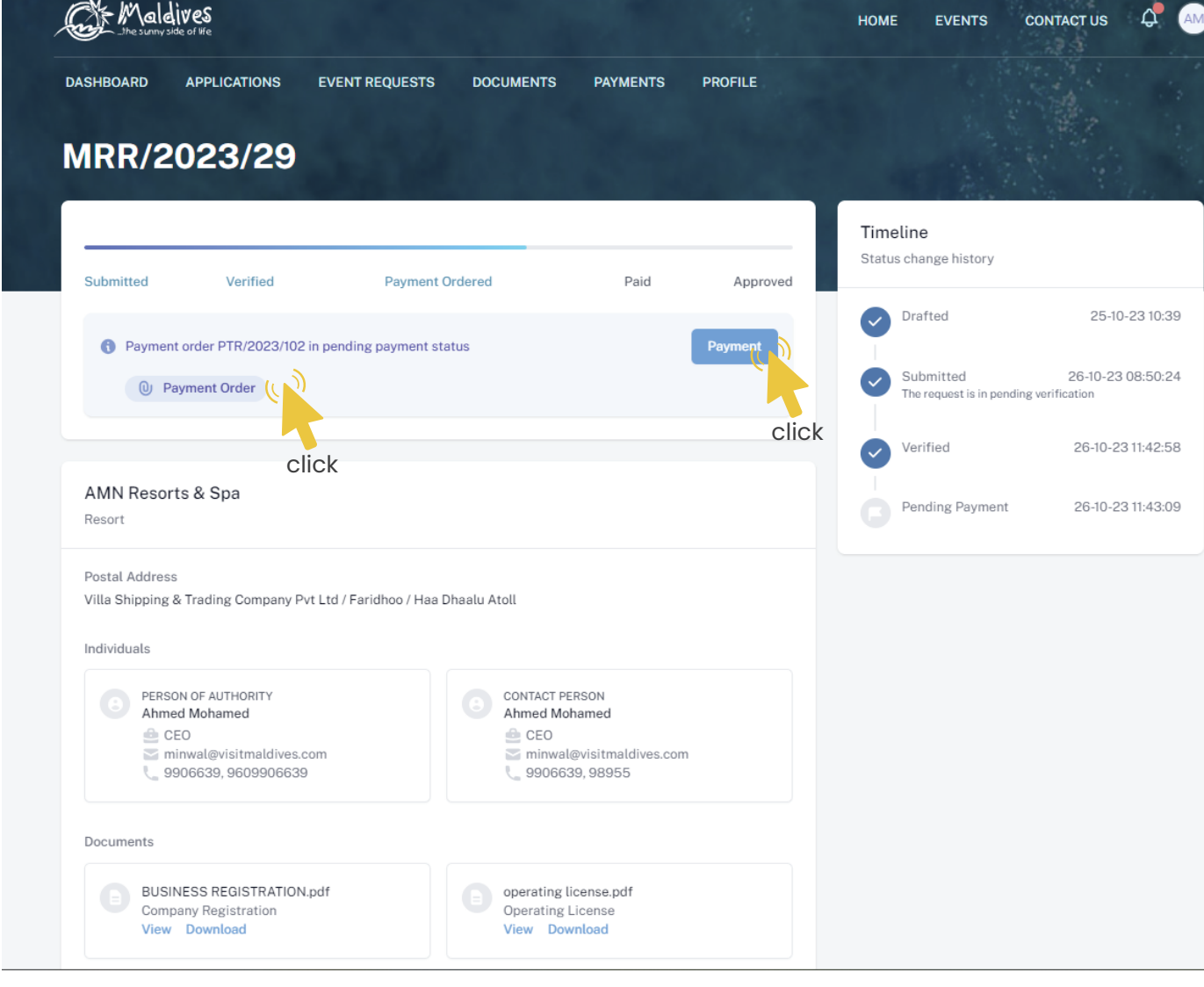
Click on the button to re-draft your application.

Follow the same steps as before and update the application according to the reason specified in timeline and resubmit the application.

An email will be sent once the application has been verified.

Step 9 – Payment

Once the application has been verified from our end, a Payment Order will be generated specifying the amount to be paid.



[Payment Order](#) Click this button to view the Payment Order.

[Payment](#) Click this button to make the payment.

Step 10 – Payment

- Fill the details in the Make payment window.
- Choose the payment method from the drop-down.
- Check the amount on the payment order, choose the date of transaction.
- Fill the reference number of the transaction.
- Account Name of the payer, and account number of the payer
- Choose the bank.
- Attach payment slip and click Save.

Make Payment

Payment Method

Amount

Transaction Date

Reference No

Account Name

Account Number

Bank

BML

Payment Slip

Upload a file

PNG, JPG, PDF upto 2MB

This is NOT a confirmation!

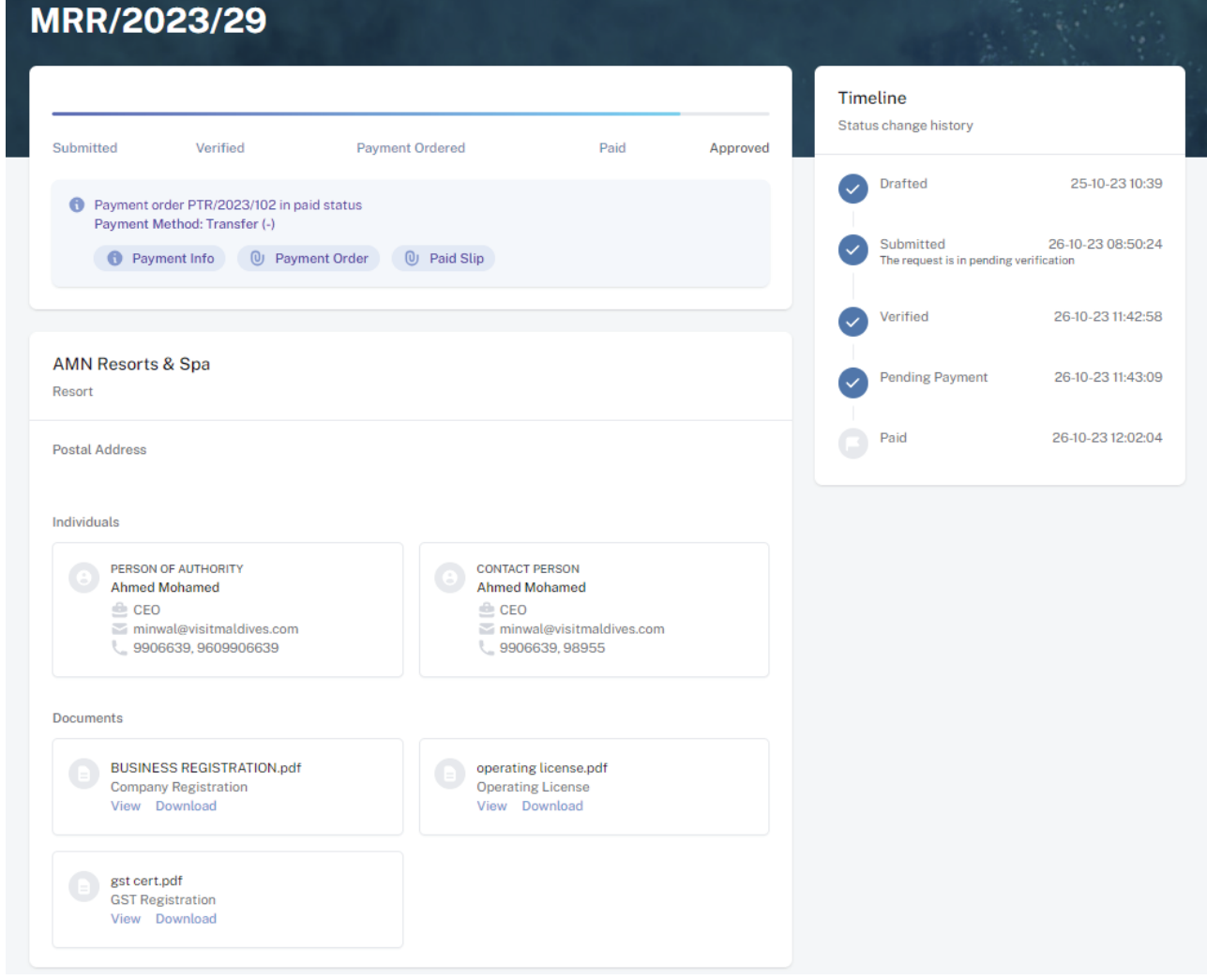
We will be sending you a confirmation receipt upon checking the fund realisation which will confirm your Membership / Participation / Table Booking.

Close

Save

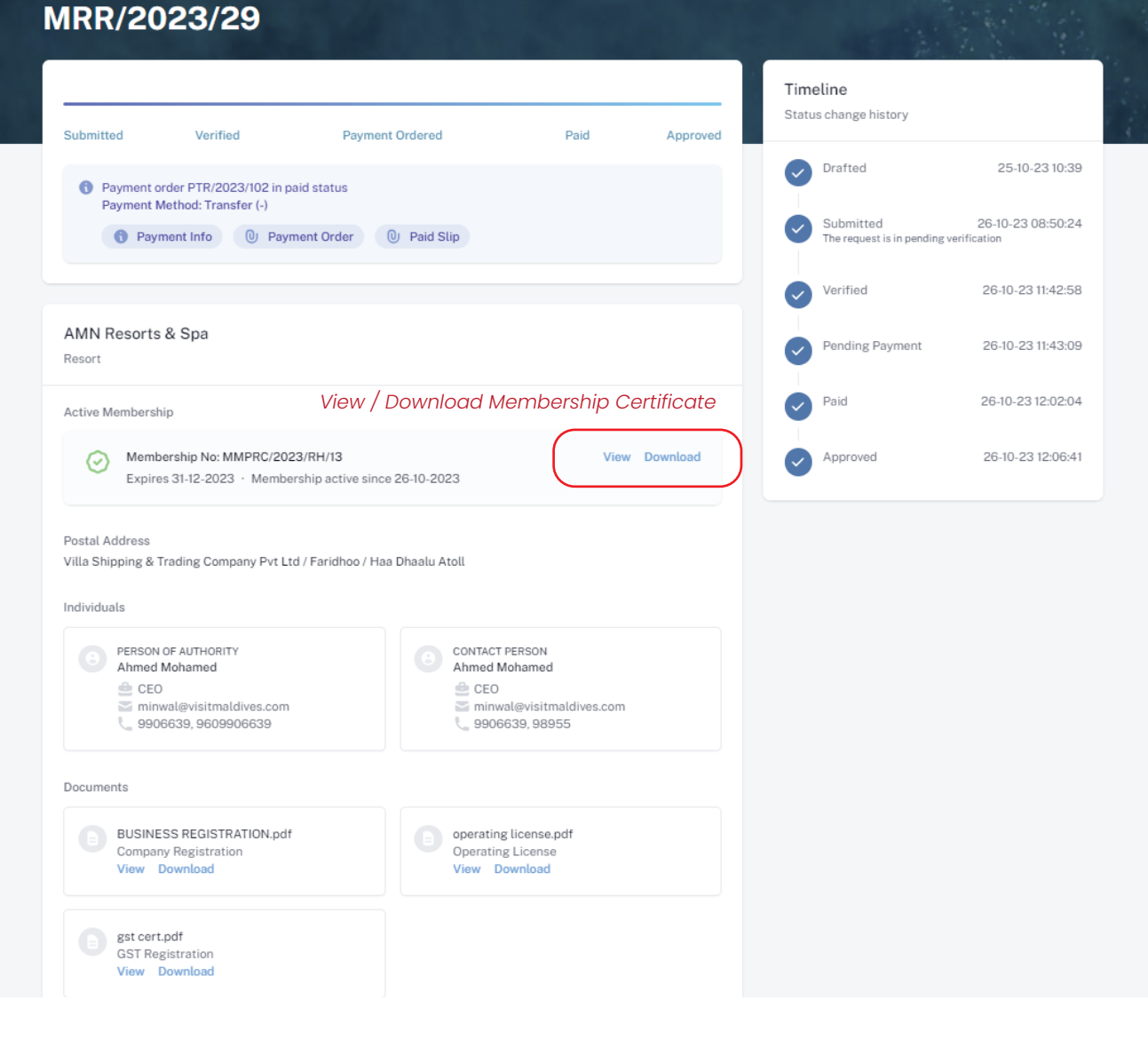
Step 11 – Payment Verification

- Your payment is done, and pending approval from MMPRC.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- All related documents attached can be seen under the status bar.



Step 12 – Payment Approved

- Once the payment has been verified by MMPRC the application will be updated to Approved.
- The updates regarding payment status and approval status can be seen from the timeline on the side and top status bar.
- You can view and download the membership certificate.



Congratulation! You are now a Member of MMPRC.