

TOURIST ENTERTAINMENT ACTIVITY PROCEDURE GUIDE FOR FOREIGN COMPANIES

**TURISMO DE PORTUGAL/INSTITUTO DE CONSERVAÇÃO DA NATUREZA E FLORESTAS (PORTUGUESE INSTITUTE FOR
THE CONSERVATION OF NATURE AND FORESTS)**

2014



**Carrying out tourist entertainment activities in Portugal
Procedures - Foreign Companies**

PROCEDURES TO BE MADE WITH TURISMO DE PORTUGAL, I.P.	<p>Completion of the RNAAT (Portuguese Registry of Entertainment Agents) form</p> <p>Select headquarters in: "Another country of the European Union or the European Economic Area" (Indicate the country from the drop-down list)</p>	Details of the Applicant	<p>Is the company legally qualified to carry out tourist entertainment activities in another country of the European Union or the European Economic Area?</p>	<p><u>If yes</u>, you should answer the question:</p> <p>Do you wish to sporadically and occasionally carry out the activity as a Free Service Provider?</p>	<p>Yes: You should insert the document proving that the company is legally qualified to carry out tourist entertainment activities in the country of origin.</p> <p>No: You must fill in the registration form, complying with the activity access requirements, as it will be a case of setting up a branch or permanent representation in Portuguese territory.</p>
			<p>If not, you must fill in the registration form, complying with the activity access requirements, as it will be a case of setting up a branch or permanent representation in Portuguese territory.</p>	<p>If you have a micro-company</p>	<p>Present justification from the country of origin that it is a micro-company.</p>
			<p>If you wish to use a trademark</p>	<p>Present the trademark registration number and document proving that you are the owner of the trademark.</p>	

		Registration Details	The company must identify which activities it wishes to carry out and those it wishes to have recognised as Nature Tourism¹.	<p>At this stage, the applicant is requested to indicate the detailed programme of the activities to be carried out, indicating the equipment to be used.</p> <p>If the company wants the activities to be recognised as Nature Tourism, you are also requested to indicate that you have read and declare that you formally adhere to the code of conduct for Nature Tourism companies(*), totally complying with the 8 points on Corporate Responsibility and the 10 points regarding Best Environmental Practices.</p>
		Mandatory Guarantees	Mandatory Personal Accident Insurance, or Insurance, Financial Guarantees or equivalent instruments	<p>NB: The company must prove that it has guarantees equivalent to personal accident insurance and civil liability insurance (guarantees legally required by Decree-Law no. 108/2008 of 15 May, changed through Decree-Law no. 85/2013 of 19 July), by inserting documents proving they have been contracted in the country of origin.</p>
			Mandatory Civil Liability Insurance, or Insurance, Financial Guarantees or equivalent instruments	<p>Personal accident insurance guarantees:</p> <ul style="list-style-type: none"> - Payment of expenses with treatment, including hospitalisation and medicines, up to an annual amount of € 3500; - Payment of € 20 000 capital, in case of death or permanent invalidity of its clients, the capital due to death being reduced to the reimbursement of funeral expenses, when the clients are under 14 years of age. <p>Civil liability insurance guarantees:</p> <ul style="list-style-type: none"> - € 50,000.00 per claim and an annuity that guarantees the damages caused by accidents occurred during the term of the policy, as long as they are claimed up to one year after the termination of the contract, notwithstanding the provisions of the following point.
Submission of the RNAAT form	After filling in the registration form it should be "submitted". At the time of submitting the form the applicant is notified, to the email indicated, of Turismo de Portugal, I.P.'s receipt of the communication.			

¹ The following are nature tourism activities: tourist entertainment activities carried out in classified areas or other areas of natural value, as long as they are recognised as such by the ICNF (Portuguese Institute for the Conservation of Nature and Forests).

	Verification of compliance with requirements within the scope of RNAAT	Whenever the requested items are presented, compliance with the requirements is assumed.	If you requested Recognition of the activities as Nature Tourism ² - the process is sent to ICNF for its opinion	The issue of an opinion on the request for recognition of nature tourism is made within 25 working days. As soon as the opinion for recognition of activities as Nature Tourism is received, the company is notified to proceed with payment of a registration fee ³ , which is made by bank transfer, the details of which will be supplied at the time of the notification.
			If you Did Not request recognition of the activities as Nature Tourism the company is notified for payment of the fee.	Payment of the registration fee ² is made by bank transfer the details of which will be supplied at the time of the notification.
	Registration at RNAAT	After filling in the RNAAT form and paying the registration fee due, the company can carry out the activities for which it simply communicated in advance.		
		Using the ICNF's portal (http://www.icnf.pt/portal/icnf/serv/formularios/tur-nat) you should		

² Recognition of Tourist Entertainment and/or Maritime-Tourist activities as Nature Tourism is mandatory in the territory covered by the RNAP (National Network of Protected Areas)

³ Payment of the above-mentioned fee is made only once.

<p>PROCEDURES TO BE CARRIED OUT WITH ICNF (Portuguese Institute for the Conservation of Nature and Forests)</p>	<p>If you wish to carry out activities in areas classified as protected areas</p>	<p>obtain the form for requesting authorisation⁴ for carrying out nature tourism activities within the National Network of Protected Areas, aimed at companies.</p> <p>On this form, for each protected area, of the activities selected on the RNAAT form and recognised as Nature Tourism, you should indicate those you wish to carry out, attaching the following information:</p> <ul style="list-style-type: none"> - Specifications and programme of the activities to be carried out, indicating the number of participants per activity and the season in which you wish to hold them; - Identification of the places and itineraries of the activities on a scale of 1: 25,000 or lower, whenever justifiable, for each itinerary and each activity to be carried out, with its boundary duly marked or in a Google Earth KMZ file. <p>Tourist entertainment companies who pay an RNAAT registration fee are exempt from payment of the fees due for the acts and services provided by the ICNF.</p>
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⁴ Authorisation for carrying out nature tourism activities may have a duration of **up to 2 years**, if the applicant so specifies.

Values of the Fees to be paid for enrolment with RNAAT		
Type of registration request	Non micro-company	Micro-company
For a Tourist Entertainment company without Nature Tourism (NT) recognition	€ 135.00	€ 90.00
For a Tourist Entertainment company with Nature Tourism (NT) recognition	€ 240.00	€ 160.00
For a Tourist Entertainment company with activities exclusively in an urban environment (1) – nature tourism recognition does not apply to these activities	€ 90.00	€ 20.00
Free service provider with NT recognition	€ 75.00	€ 45.00
Previously registered Tourist Entertainment companies that want NT recognition Difference between the value already paid (registration fee applied initially within the scope of the new law) and the value foreseen for NT recognition	€ 105.00	€ 70.00
Previously registered Tourist Entertainment companies wanting NTR and who at the date of the request for change are no longer micro-companies	€ 150.00	Not applicable

(1) applies exclusively to companies that only select the following activity on the RNAAT form: Activities which are carried out exclusively in an urban environment (pedestrian tours and visits to museums, palaces and monuments) and where the company is also exempt from the obligation to contract the insurance provided for in article 27, within the terms of sub-paragraph b) of paragraph 1 of article 28.