



IATA TRAVEL AGENT

APPLICATION GUIDE

<BSP INDIA>



✓ CHECK LIST

Head Office/Branch

Instructions and special requirements in order to become an IATA Accredited Agent:

- **Completed Application Form signed and stamped by authorized personnel of the Agency.** Original Copy
a) Including the latest Statement of domestic and International Sales

LEGAL

- **Business entity** 1 Copy
a) If a Company-Notarized copy of certificate of incorporation/registration. Article & Memorandum of Association. Form filed with registrar of company for appointment of director.
b) If a Partnership concern: Notarized copy of registered partnership deed.
c) If a Sole Proprietor: Passport copy/income tax Assessment no.
- **The following should be submitted in the event that stockholders in the application form are different from those listed in the Articles of Incorporation:**
a) Minute of Meeting approving the sale/transfer of shares, and
b) Deed of sale/transfer of shares
- **Any two of the following:** 1 Copy
a) Trade Registration from City Corporation (eg. Shop & Establishment or labor certificate/s, etc.)
b) Service Tax registration
c) PF documents from commissioner's office
d) Profession Tax registration or Sales tax registration

STAFF

- **Provide proof of employment of competent and qualified employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP.** 1 Copy

FINANCIAL

- Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules and Auditors/Directors Report (not more than twelve (12) months old at the time of submission).** 1 Copy
- **Latest Sales Reports for IATA Member Airlines certified by Auditor for the balance sheet period.** 1 Copy

PREMISES

- **Valid lease/ rental/ ownership agreement of premises.** 1 Copy
- **Photographs of premises: exterior with clear signboard / interior of the Travel Agency location.** 1 Copy

OTHERS

- **Sample of company letterhead.** 1 Copy
- **Agent Bank Account Details Form (provided with the application form)** 1 Copy

➤ **Please provide Agency's bank account detail in case of refund**

Bank Name:	
Branch:	
Bank Account Name:	
Bank Account Number:	
SWIFT code:	
NEFT / RTGS code:	
Bank Address:	

- a) Agency Account
- b) Individual Account (If the bank account is owned by an individual, the owner must give consent)

I _____, owner of _____ hereby give IATA the consent to transfer the refundable fee to the Individual Account as stated above. Any disputes which may occur after the transaction will be settled by the Individual Account Holder and the Agency owner(s).

Signature: _____ (DD / MM / YYYY)

Email: _____

Please note:

1. If a document is in a foreign language, a translation in English is required. All the translation documents must be notarized by Notary Public.
2. All attachments must be printed on company letterheads and signed by an authorised company director/s, proprietor, all partners
3. Please download the accreditation criteria from the latest version of the Travel Agent's Handbook Resolution 818g: <http://www.iata.org/agenthome> and read through it for in-depth details of the governing rules

PROCESS

- Application for a branch location of an IATA accredited Travel Agent must be submitted by the Head Office.
- Agent is subject to joining fees as below. IATA will **send the invoice** of the Joining fees via email. The details of payment will be provided in the invoice. When you remit the joining fees payment, please indicate the invoice number as reference. Failing, which we will not be able to proceed with your application.

FEES

HEAD OFFICE

JOINING FEES

APPLICATION FEE (NON REFUNDABLE)	USD549
ENTRANCE FEE	USD889
ANNUAL FEE (INITIAL)	USD220
COMMISSIONER FEE	USD10
CERTIFICATE FEE	USD25
TOTAL	USD1,693

ANNUAL FEES

ANNUAL FEE	USD 220
CERTIFICATE FEE	USD25
TOTAL	USD 245

The Annual Fees will be invoiced prior to November of each year and payment must be received on / before 1 December.

BRANCH

JOINING FEES

APPLICATION FEE (NON REFUNDABLE)	USD 549
ENTRANCE FEE	USD527
ANNUAL FEE (INITIAL)	USD549
CERTIFICATE FEE	USD 25
COMMISSIONER FEE	USD 10
TOTAL	USD 1254

ANNUAL FEES

ANNUAL FEE*	USD143
CERTIFICATE FEE	USD25
TOTAL	USD168

The Annual Fees will be invoiced prior to November of each year and payment must be received on / before 1 December.

❖ ID card fee of USD 45 will be advised separately once the application is processed

CONTACT DETAILS

Kindly dispatch your application with supporting documents to the address below:

ADDRESS:	ISS Operations & Service Center – Agency Management INTERNATIONAL AIR TRANSPORT ASSOCIATION TripleOne Somerset 111 Somerset Road #14-05 Singapore 238164
WEB PORTAL:	http://www.iata.org/customer-portal/Pages/index.aspx

Agent Bank Account Details Form - Specimen

[AGENCY LETTERHEAD]

TO: International Air Transport Association (IATA)

FROM: Agency [Insert Agent Name as per PSAA]
IATA Code [XX-3 xxxx]

DATE:

Dear International Air Transport Association (IATA)

Please arrange for refund balance amount to be credited to the bank account stated below:

Beneficiary Account Name: _____

Bank Account Number: _____

Bank Account Type: _____

Bank Name: _____

SWIFT Code: _____

Bank Code: _____

Bank Branch Name: _____

Bank Branch Code _____

Bank Branch Address _____

Bank Account Currency (*) _____

(*) Only applicable for Philippine Agents

Signed on behalf of Agency [Insert Agency Name as per PSAA]

[INSERT NAME OF AUTHORIZED SIGNATORY]

[Insert title of authorized signatory]

Name:

Signature:

Title:

Date:

[Please stamp with agency stamp]