



## **Terms and Conditions of IATA Clearing House Membership**

Sponsored Members: An air carrier, or air carrier Subsidiary, sponsored by an IATA Member that is a Member of the Clearing House, (a) whose revenue accounting functions are performed by that IATA Member; (b) whose claims (both by and against such carrier or Subsidiary) under the Regulations are the responsibility of that IATA Member as further set out at Regulation 4(c); and (c) which has not been suspended or terminated in accordance with these Regulations, unless it has met the obligations for which it was terminated or suspended.

ICH Manual, Part A, Regulation 4 (c)

Membership in the Clearing House is open to Sponsored Members subject to the following conditions:

- (i) Interline transactions of the Sponsored Member must be included in the Billings of the sponsoring IATA Member of the Clearing House;
- (ii) Any Security Deposit that may be assessed upon the Sponsored Member in accordance with these Regulations must be provided by the Sponsoring Member prior to the inclusion of the Sponsored Member transactions;
- (iii) Billings for all categories of Sponsored Member transactions must be included in the sponsoring IATA Member's claim, and the sponsoring IATA Member must accept all categories of transactions claimed by other Members, unless an express written agreement to exclude transactions from Clearance has been made between the sponsoring IATA Member and the other Clearing House Member concerned;
- (iv) by written notice to the Clearing House Manager, a Member may object to the transactions of a Sponsored Member being cleared and, in that case, the sponsoring IATA Member shall cease to include the transactions of the Sponsored Member in the claim against the objecting Member on receiving notice from the Clearing House;
- (v) sponsoring IATA Members shall be assessed a special service fee in accordance with Regulation 40 (b) for each non-IATA entity sponsored;
- (vi) the sponsoring IATA Member is liable to the Clearing House for payment in respect of the Sponsored Member's transactions as if they were the transactions of the sponsoring IATA Member; and
- (vii) the Clearing House Manager shall consider applications for sponsorship received from IATA Members of the Clearing House, any such application to be approved if it is in conformity with the conditions set out at this Regulation 4 (c),

and those conditions as established from time to time by the Financial Committee.

## **Annual Membership Service Charges and Fees**

Service fees will be assessed against Sponsored Members that are not IATA Members as outlined in ICH Procedure 11(a)(ii).



## Checklist of requirements for IATA Clearing House Membership

Sponsored Members - SPONSORED ASSOCIATE

- Participation in Simplified Invoiceing and Settlement (SIS). Information available at:**  
<https://www.iata.org/services/finance/sis/Pages/suppliers.aspx>

**Please provide:**

- ✓ **Signed ISUA**
- ✓ **Super User document**

- IATA Member Sponsorship letter together with a notarised list of registered owner(s) and percentage(s) of ownership of the sponsored entity,*

Please Note: Sponsoring IATA Member must be an active IATA Clearing House Member.

- Standing Deposit*

As per IATA Clearing House Manual Regulation 41(a) – The IATA Clearing House requires that a standing deposit of USD5,000 be deposited to the IATA Clearing House Standing Deposit account. All relevant details regarding IATA Clearing House Standing Deposit account are as follows.

**Please note that once the relevant ICH Membership documents have been received the ICH Membership Manager will dispatch an invoice concerning the Standing Deposit.**

BARCLAYS BANK PLC  
1 Churchill Place  
LONDON, Greater London  
E14 5HP  
United Kingdom  
SWIFT Code: BARCGB22  
Sort Code: 200000  
Bank Account: 69045011  
IBAN: GB19 BARC 2000 0069 0450 11  
Beneficiary: IATA CLEARING HOUSE

- VAT / LOCAL TAX IDENTIFICATION NUMBER**

- INTEGRATED SETTLEMENT - FEE INVOICING SCHEDULE**

**Attn:** Manager, Clearing House Membership Services  
International Air Transport Association (IATA)  
800 Place Victoria  
P.O. Box, 113 - Montreal, Quebec  
Canada, H4Z 1M1

Dear Membership Manager,

We hereby declare that \_\_\_\_\_  
will be sponsoring \_\_\_\_\_  
in the IATA Clearing House for billings, with effect from \_\_\_\_\_.

In accordance with IATA Clearing House Manual of Regulations and Procedures, 01  
January 2017, Part A, Regulation 4(c), \_\_\_\_\_  
will be financially responsible for all transactions processed by and against  
\_\_\_\_\_ through the IATA Clearing House.

\_\_\_\_\_ will also be liable to the IATA  
Clearing House for all payments in respect to all aforementioned charge  
transactions against \_\_\_\_\_  
transactions, as if they were transactions of their own.

All invoicing processed through the IATA Clearing House, by and against the  
sponsored carrier \_\_\_\_\_ will be included in  
the charges by and against \_\_\_\_\_. Invoices will be  
issued in the name of the sponsored member and ICH supporting documents  
will reflect the name and code of the sponsored carrier.

|                               |                               |
|-------------------------------|-------------------------------|
| _____<br>Signature            | _____<br>Signature            |
| _____<br>Name (block letters) | _____<br>Name (block letters) |
| _____<br>Title (Position)     | _____<br>Title (Position)     |

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_



**IATA Clearing House Consent Form**  
(ICH Manual Regulation 11)

Attention: Manager, IATA Clearing House

“CLEARING HOUSE MEMBER \_\_\_\_\_” hereby authorises and directs IATA to effect clearance and pay to “ASSOCIATE MEMBER \_\_\_\_\_” amounts in settlement of transactions between “CLEARING HOUSE MEMBER \_\_\_\_\_” and “ASSOCIATE MEMBER \_\_\_\_\_” in accordance with the ICH Manual of Regulations and Procedures, starting with the “month, year \_\_\_\_\_” clearance.

“CLEARING HOUSE MEMBER \_\_\_\_\_” and “ASSOCIATE MEMBER \_\_\_\_\_” confirm that these payments are in settlement of transactions resulting from bona fide agreements between “CLEARING HOUSE MEMBER \_\_\_\_\_” and “ASSOCIATE MEMBER \_\_\_\_\_”, and that billings will be presented in accordance with the terms stipulated therein.

The original of this Consent Form duly signed by an authorised representative of “CLEARING HOUSE MEMBER \_\_\_\_\_” and “ASSOCIATE MEMBER \_\_\_\_\_” shall be sent to IATA, with a copy by fax or email, as follows:

Attention: Manager, IATA Clearing House  
Address: International Air Transport Association  
800 Place Victoria, P.O. Box 113  
Montreal, Quebec, Canada H4Z 1M1  
Fax: +1 514 874 1816  
Email: ISHelpDesk@iata.org

This Consent Form and the instructions herein may only be terminated on a thirty (30) days prior written notice by “CLEARING HOUSE MEMBER \_\_\_\_\_” to IATA with copy to “ASSOCIATE MEMBER \_\_\_\_\_”.

Signed for and on behalf of:  
“CLEARING HOUSE MEMBER \_\_\_\_\_”

Signed for and on behalf of:  
“ASSOCIATE MEMBER \_\_\_\_\_”

|        |
|--------|
| Name:  |
| Title: |
| Email: |
| Date:  |

|        |
|--------|
| Name:  |
| Title: |
| Email: |
| Date:  |



## Integrated Settlement - Fee Invoicing Schedule

### Simplified Interline Settlement

Signatories to the Integrated Settlement Participation Agreement (ISPA) are subject to the fees outlined in [Attachment A](#) of that agreement for their participation and use of the Simplified Interline Settlement service.

The following schedule will be followed in regards to invoicing for the service.

| Quarter                      | Annual IS Flat Fee | IS Transaction Fee |
|------------------------------|--------------------|--------------------|
| 1 <sup>st</sup> Quarter Fees | P4 January         | P4 April           |
| 2 <sup>nd</sup> Quarter Fees | P4 April           | P4 July            |
| 3 <sup>rd</sup> Quarter Fees | P4 July            | P4 October         |
| 4 <sup>th</sup> Quarter Fees | P4 October         | P4 January         |

### IATA Clearing House

Pursuant to Regulation 40 (b) and Procedure 11, service fees will be assessed against ICH participants whenever applicable

The following schedule will be followed in regards to invoicing for:

| Fees                                   | Collection Period               |
|--|---------------------------------|
| Fixed                                  | P4 January                      |
| Variable 1 <sup>st</sup> Half          | P4 July                         |
| Variable 2 <sup>nd</sup> Half          | P4 January (the following year) |
| Late Reporting 1st Quarter             | P1 April                        |
| Late Reporting 2 <sup>nd</sup> Quarter | P1 July                         |
| Late Reporting 3 <sup>rd</sup> Quarter | P1 October                      |
| Late Reporting 4 <sup>th</sup> Quarter | P1 January (the following year) |