



APPLICATION FORM FOR APPROVAL AS A EUROPE ACCREDITED AGENT

The information requested below is required by IATA to assist in determining the eligibility of the applicant for accreditation as a Europe-Accredited Agent (EAA). The EAA shall accept full financial responsibility to IATA and its Members for the performance of all of the Locations within its application for classification as a EAA and for any Location subsequently added.

This application shall be made by the Head Office of the controlling entity accepting financial responsibility. The applicant must be officially registered on the same register as companies established under the national law of a Member State of the EU/EEA or Switzerland for at least 12 months and/or licensed to trade and offer travel agency services as prescribed by the national commercial or fiscal law of that Member State. The EAA must be registered in the same Member State where it has its administrative head office.

Type or print clearly the answers to all questions on this form. Where additional space is required, or where you wish to supplement your answer and there is insufficient space, attach to this form additional sheets containing the data. Please retain a copy of this application for your permanent records as it forms an integral part of the Agency Agreement with IATA.

SECTION 1 - IDENTIFICATION OF AGENCY ENTITY HEAD OFFICE FOR WHICH EAA APPROVAL REQUESTED

1.1. Full Legal name, including company-type:

1.2 Trade name, if different from 1.1 above:

1.3 Full address of the administrative head office for which application for approval is made:

	Telephone No:
	Additional Telephone No :
	E-Mail :
	Telefax No :

1.4 If registration is required by law in your country, give:

- 1) the trade registration or license number of the agency;
- 2) the date this was granted:
- 3) please attach a copy of the official certificate of registration

1.5 Date on which this head office began to operate as a travel agency.

SECTION 2 - GENERAL INFORMATION

2.1. This approval is sought as

- 1) An administrative head office : YES NO

If Yes, please indicate if this office already has an IATA

Numeric code: -

- 2) If no, for any other type of office please describe



2.2. Specify the legal status of the EAA entity:

- sole proprietorship
 partnership
 limited liability company
 other (describe)

SECTION 3 - BUSINESS ENTITY (Complete only one Section that applies to the EAA)

3.1 If SOLE OWNER:

Name	Address and Telephone Number	% of time devoted to the agency business

3.2 If PARTNERSHIP:

Name and Title of Partners	Address and Telephone Number	% of time devoted to the agency business	Financial Interest %

3.3 If CORPORATION:

1) When and where incorporated:

2) Name of shareholders*	Address	% of time devoted to the agency business	Financial Interest % (i.e. share-holding)

* Except where your organization is a legal entity whose shares are listed on a securities exchange or are regularly traded in an 'over-the-counter' market.

3) Name and Titles of Directors and Officers

3.4 IF NONE OF ABOVE APPLIES, fully describe the type of business entity, when and where organized and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address and telephone numbers and percentages of their time devoted to the agency business:



3.5 If the travel agency business is owned by another organization, please answer the following with respect to the parent organization:

- 1) What is its legally registered name and address?

- 2) What is the principal business of this organization?

SECTION 4 - FINANCIAL INFORMATION OF BUSINESS ENTITY

Specify as applicable in respect of the legal entity applying for EAA:

- 4.1 Registered capital:
- 4.2 Paid-up capital:
- 4.3. Minimum paid-up capital required by the law of your country:

- 4.4 Attach a copy of the current full set of the annual audited or official financial accounts or financial statements, including balance sheet and profit and loss account certified by a chartered, certified public or certified general accountant, in respect of the EAA. These will be used to evaluate the financial standing of the entity accepting financial responsibility for any locations subsequently added.

SECTION 5 - AFFILIATED, SUBSIDIARY LOCATIONS AND IMPLANTS (within the EU, EEA & Switzerland)

- 5.1 The EAA shall complete Schedule 'A' attached, by listing all of the current affiliated, subsidiary locations and implants (within the EU, EEA & Switzerland) that form part of this initial application for a single EAA accreditation.
- 5.2 The EAA acknowledges that it shall be obliged to notify IATA of the addition of any new location under the single EAA accreditation and that the EAA and its subsequent Locations must confirm and provide evidence of compliance of the following :

5.3 Financial Responsibility

The EAA shall be the Head Office of the controlling entity accepting financial responsibility

YES NO

5.4 Registration and Licence

The EAA and its locations must be officially registered as companies established under national law, licensed to trade and offer travel agency services, as prescribed by the national commercial or fiscal law of the Member State(s).

YES NO

5.5 Staff

The EAA and its locations must have in its employment competent and qualified staff able to sell international air transportation and correctly issue automated travel documents and report these to the BSP.

YES NO

5.6 Premises

The EAA and its locations shall be identified as a place of business for a travel agency in accordance with local commercial laws. Each Location shall not be identified or represent itself as an office of an airline or group of airlines, nor have a name the same as that of a Member of IATA, or of IATA, nor be in office space jointly occupied with an airline or an airline's General Sales Agent.

YES NO



5.7 Trading History

Has any person who is a director of, or who holds a financial interest or position of management in the EAA or any of its Locations, been a director of, or had a financial interest, or held a position of management in an Agent which has been removed from the Agency List or is under notice of default and still has outstanding commercial debts.

YES NO

If yes, please give the name(s) of the agency or agencies and location(s) involved, the relationship of the individual(s) with the agency or agencies, the date of the bankruptcy or default and all pertinent details:

SECTION 6 - AUTHORITY

Please provide the names of individuals authorized to sign, on behalf of the EAA:

SECTION 7 – CONTINUATION & ACKNOWLEDGEMENT

The EAA is obliged to submit a Notice of Change when it undergoes a change in respect of the Head Office and notify IATA in respect of any changes of ownership, legal status, name or location that may impact the EAA's or any of its locations accreditation status.

On behalf of the EAA, I hereby certify that the foregoing statements (including statements made in any attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorized by the organization identified in the answer to Section I, to make these statements and file this document.

It is hereby agreed that this application shall become a part of the IATA Agency Agreement signed with Members of IATA for the sale of international air passenger transportation by the EAA and all its locations (as described herein).

The applicant hereby expressly waives any and all claims, causes of action or rights to recovery and agrees to indemnify and hold harmless IATA or any of its Members, their officers, employees, agents or servants, for any loss, injury or damage based upon libel, slander or defamation of character by reason of any action taken in good faith pursuant to this application, including but not limited to a notice of disapproval.

Signature of EAA Applicant

Country

Print/Type Name of Applicant

Date

Title/Position



SCHEDULE "A"

Please provide details - including the full legal name, trading name, manager-contact(s), telephone/fax/generic e-mail and full address(es) and IATA numeric code(s) where applicable - of affiliated or subsidiary travel agency entities for which the Europe-Accredited Agent will accept financial responsibility and is hereby applying for EAA status:

Signature of EAA authorized person

Country

Print/Type Name

Date

Title/Position