



## INTERNATIONAL AIR TRANSPORT ASSOCIATION

### APPLICATION FORM FOR REGISTRATION AS AN IATA CARGO AGENT

#### INSTRUCTIONS

The information requested in this questionnaire is required for review by the International Air Transport Association (IATA), acting on behalf of Members of the Association.

Please complete all sections of the questionnaire and submit one original to the Agency Administrator for each country in which you wish to act as an IATA Cargo Agent, or for named airports, if any, in immediately adjacent countries. You may submit any additional information that you feel is relevant to your application.

Please note that your firm's eligibility for registration and retention as an IATA Cargo Agent in the IATA Cargo Agency List will be determined on the basis of your answers to the questionnaire marked with an asterisk (\*), which are mandatory. The completion of the other sections is voluntary. A selection of information contained in completed questionnaires may be used by IATA for dissemination to third parties.

Only those applicants that have listed and who continue to be listed may be accepted and retained as registered IATA Cargo Agents by Members of IATA.

(If more space is needed to provide the information requested, please photocopy the pages concerned, fill in the appropriate sections and attach to your application.)

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#### CHECKLIST OF DOCUMENTS (copies only) that should ACCOMPANY this application

- Articles of Incorporation/Association/Organisation;
- Current financial statement and balance sheet certified by a chartered accountant, certified public accountant, or certified general accountant;
- Licence to trade or other specific authority, if required;
- Evidence of courses completed by staff members handling cargo operations.

Date: \_\_\_\_\_

Type/Print all answers clearly in the space provided. Mark  in appropriate boxes

1.\* Legal name of firm \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.\* Trade name(s) of firm \_\_\_\_\_  
(if different from legal name) \_\_\_\_\_  
\_\_\_\_\_

3.\* Full name and address (including post office box and postal codes/zone numbers) & the trade name(s), if any, as you wish it to appear in official IATA Cargo Agency List, and to which all communications from IATA can be addressed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address (if different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.\* Name of individual owner, partner or officer to whom communications with respect to this application should be addressed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.\* Country for which this application is being made. \_\_\_\_\_

Reply only to **ONE** Question 6, depending on the type of legal entity of the agency:  
i.e. 6a for a sole proprietorship; 6b for a partnership; 6c for corporation, firm or company; 6d for an association; or 6e for another form of organization (not any of those listed).

**OWNERSHIP**

6.a\* Applicant is the sole proprietor

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what extent do you participate actively in the operation of the cargo agency business? Totally  Partially  Not at all

6.b\* Applicant is a partnership

For each partner state:

i) Name \_\_\_\_\_

Nature of partnership \_\_\_\_\_

General partner  Limited partner

Percentage or extent to which partner participates in the operation of the business \_\_\_\_\_

ii) Name \_\_\_\_\_

Nature of partnership \_\_\_\_\_

General partner  Limited partner

Percentage or extent to which partner participates in the operation of the business \_\_\_\_\_

For additional partners, please complete information on a separate sheet.

6.c\* Applicant is a corporation, firm or company

Name \_\_\_\_\_

Date of incorporation \_\_\_\_\_

Name(s) of director(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of key officers \_\_\_\_\_

\_\_\_\_\_

For each shareholder: \_\_\_\_\_ %

Name/address/Percentage of capital owned  
(i) \_\_\_\_\_

\_\_\_\_\_

(ii) \_\_\_\_\_

\_\_\_\_\_

(iii) \_\_\_\_\_

\_\_\_\_\_

For additional shareholders, please complete information on a separate sheet.

If nominee or trustee for someone else, for whom? \_\_\_\_\_

Or

6.d\* Applicant is an association

Name \_\_\_\_\_

Type \_\_\_\_\_

Location \_\_\_\_\_

Date association formed \_\_\_\_\_

Names of members, officers, managers \_\_\_\_\_

\_\_\_\_\_

For other members, please complete information on a separate sheet.

Or

6.e\* Applicant is another form of organisation

(Describe and state names of all officers) \_\_\_\_\_

Please complete information on a separate sheet.

7.\* Does your firm intend to deliver consignments to air carrier(s) at airport(s) in any country(ies) adjacent to the country for which your application for registration is being made? No  Yes  If yes, list airports  
 \_\_\_\_\_

8.\* Has your firm ever held a Cargo Agency Agreement executed by IATA? No  Yes

If Yes:  
 IATA Agents Numeric Code \_\_\_\_\_  
 Date issued \_\_\_\_\_  
 Name under which it was issued \_\_\_\_\_  
 Reason for cancellation \_\_\_\_\_

9.\* Is your firm an approved IATA Passenger Sales Agent? No  Yes

If Yes:  
 Agents Numeric Code of your Head Office \_\_\_\_\_

10.\* Does the air transportation which your firm sells/handles include goods owned by your firm? No  Yes

If Yes:  
 State the percentage of your gross monetary volume of yearly air cargo transportation business represented by the transportation of such goods. \_\_\_\_\_ %

11.\* Does your firm sell air cargo transportation to the general public? No  Yes

If Yes:  
 What percentage of your sales is to the general public? \_\_\_\_\_ %

Note: In countries/areas where Resolution 801 applies, questions 10 & 11 are mandatory. Completion of these questions is optional in countries/areas where Resolution 805 applies.

12. Is your firm a General Sales Agent(GSA) for any air carrier(s) No  Yes

If Yes, list carrier(s) \_\_\_\_\_

13.\* If a sole proprietor – Have you:  
 OR if a partnership – Has any partner or individual having been authorised to sign and act on behalf of the partnership:  
 OR if a corporation, firm or company – Has any officer, director or employee:  
 OR if an Association – Has any individual having been authorised to sign and act on behalf of the Association:

(a) Been found guilty of infringements of any shipping regulations? No Yes

(b) Been involved in a bankruptcy proceeding, other than as a claimant? No Yes

If Yes, are you fully and legally discharged of your obligations by the court involved? No Yes

(c) Been a sole proprietor, shareholder, partner, officer, director or manager of employee(s) of a cargo agency which has been declared in default under the IATA rules and regulations No Yes

(d) Been director or had a financial interest or a position of management in an IATA Agent that was removed from the IATA Cargo Agency List, or which was under notice of default, and still has outstanding debts to IATA Members or in an IATA Agent whose debts to IATA Members were partially met by recourse to a financial bond or guarantee. No Yes

If Yes, state full name of such agent:

Were all IATA Members fully paid? No Yes

14. Is there any relationship between the ownership, management or profits of your business and the ownership, management or profits of a General Sales Agent of an air carrier? No Yes

If Yes, give full details:

15. Is your firm acting as an agent for a surface carrier? No Yes

If Yes, give full details:

Steamship

Trucking

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16. Is your firm affiliated directly or indirectly with any shipper or consignee or air shipments?

No Yes

If Yes, provide details:

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17.\* Give details of the parent business of your firm (customs house, broker, ocean freight forwarder, travel agent, etc.)

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18.\* Does your firm now share or intend to share office or warehouse space, or equipment with any other person or firm?

No Yes

If Yes, explain fully, stating name and business of the other person or firm:

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19. Does your firm operate a cargo cartage service?

No Yes

20. If Yes, does your firm use its own vehicles?

No Yes

21.\* Is your firm insured to cover its liability in the event of loss or damage to shipper's cargo while in your possession?

No Yes

22. Is your firm a member of a national or international association of freight forwarders?

No Yes

If Yes, give the name of the association(s):

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23. Is your firm authorised to make customs declarations?

No Yes

If Yes, list the names of staff members authorised to sign those declarations:

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## FACILITIES

Please answer questions 24-41 for each:

- (a) Service point you wish to be investigated by IATA Investigators; and
- (b) Additional office, premises, or warehouse through which your firm conducts or intends to conduct air cargo business, including the preparation of consignments ready for carriage:

24.\* Office, (or office area if combined with warehouse).  
Indicate full address.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25.\* Type of premises – please specify (tick):

- (a) Office to be investigated
- (b) Additional office
- (c) Warehouse to be investigated
- (d) Additional warehouse

26.\* Size

- Total area \_\_\_\_\_

Area used for air freight \_\_\_\_\_

27.\* Are consignments made ready for carriage at this service point?

No      Yes

    

28. Distance from nearest airport \_\_\_\_\_

29. Date on which this location was opened for business: \_\_\_\_\_

By:                      Applicant                      Owner

                                    

30. List airport serviced by this facility \_\_\_\_\_

31. If the office is leased, attach a copy of the lease and give the following details:

- (a) Name of lessor \_\_\_\_\_
- (b) Duration of lease \_\_\_\_\_
- (c) Date lease expires \_\_\_\_\_
- (d) Other pertinent details \_\_\_\_\_

32. Is the office open to the general public?

No      Yes  
     

If Yes, what are the normal business hours, and days of the week that this location is open to the public?

\_\_\_\_\_

33.\* Give the following details of each trained staff member required by IATA training criteria: (attach photocopy of evidence of course(s) completed)

(i) Name

\_\_\_\_\_

Position

\_\_\_\_\_

Experience in air cargo transportation business

\_\_\_\_\_

(a) IATA/FIATA (or equivalent industry) introductory training courses completed

\_\_\_\_\_

(b) Training courses on IATA Dangerous Goods Regulations successfully completed.

\_\_\_\_\_

(ii) Name

\_\_\_\_\_

Position

\_\_\_\_\_

Experience in air cargo transportation business

\_\_\_\_\_

(a) IATA/FIATA (or equivalent industry) introductory training courses completed

\_\_\_\_\_

(b) Training courses on IATA Dangerous Goods Regulations successfully completed.

\_\_\_\_\_

(iii) Name

\_\_\_\_\_

Position

\_\_\_\_\_

Experience in air cargo transportation business

\_\_\_\_\_

(a) IATA/FIATA (or equivalent industry) introductory training courses completed

\_\_\_\_\_

(b) Training courses on IATA Dangerous Goods Regulations successfully completed.

\_\_\_\_\_

34. Which of the following are available?

Telex (give number) \_\_\_\_\_

Telephone (give number) \_\_\_\_\_

Fax (give number) \_\_\_\_\_

E-mail / Web Address \_\_\_\_\_

Automated export accounting

Automated export documentation

Alarm system

35. Warehouse (or warehouse area if combined with office)

Type of premises (tick):

(a) Main office

(b) Additional/Branch office

(c) Warehouse

(d) Other (specify) \_\_\_\_\_

Distance from nearest office \_\_\_\_\_

36. If warehouse is lease, attach a copy of the lease and give the following details:

Name of lessor \_\_\_\_\_

Duration of lease \_\_\_\_\_

Date lease expires \_\_\_\_\_

37. If warehouse is subcontracted, attach a copy of agreement and give the following details:

Name of sub-contractor \_\_\_\_\_

Duration of contract \_\_\_\_\_

Date agreement expires \_\_\_\_\_

38. Size

Total Area \_\_\_\_\_

Area used for air freight \_\_\_\_\_

Dock areas \_\_\_\_\_

Ceiling height \_\_\_\_\_

Type \_\_\_\_\_

Accessibility to vehicles \_\_\_\_\_

Number of overhead doors \_\_\_\_\_

39. Is the warehouse open to the general public?                      No      Yes

  

40. List warehouse equipment available for processing air cargo:

	<b>Number</b>	<b>Type</b>	<b>Max Wt.</b>
Scales	_____	_____	_____
Forklifts	_____	_____	_____
Other equipment	_____	_____	_____

41. Is the warehouse fitted with:

An alarm system?                      No      Yes

  

A sprinkler system?                      No      Yes

**LEGAL**

42.\* Date of legal establishment of Firm \_\_\_\_\_

43.\* Is the applicant a parent, subsidiary, affiliate, owner, officer, director, employee, partner, or stockholder of any other business concern(s)?  
No Yes  
   
If Yes, state the name(s) address(es) and nature of the business activities involved. \_\_\_\_\_

44.\* Do the national or local authorities require a licence to trade or other special authority to perform the activities of a cargo or forwarding agent?  
No Yes  
   
If Yes, indicate:  
Type of licence (attach photocopy) \_\_\_\_\_  
Date granted \_\_\_\_\_

**FINANCIAL**

Please complete the sections below and the Statement of Assets and Liabilities in Appendix 1., to facilitate the financial evaluation of your application.

A copy of a current financial statement and balance sheet certified by a chartered accountant, certified public accountant, or certified general accountant should also accompany your application.

45a.\* What is the amount of your firm's capital? \_\_\_\_\_

45b.\* (For corporation) What is the amount of your firm's paid-up capital? \_\_\_\_\_

46.\* What is the lowest capital required by the national or local laws of your country? \_\_\_\_\_

47.\* Please list 3 credit references, including the banks with whom the firm does business (Give bank address and account number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SALES AND PROMOTION**

48.\* Give actual figures for the last 12 months for international export air cargo processed by your firm (attach a representative sampling of actual air waybills used):

Total monetary value of freight charges \_\_\_\_\_

Total weight in kilos \_\_\_\_\_

Total number of consignments \_\_\_\_\_

49.\* Give projected figures for the coming 12 months

Total monetary value of freight charges \_\_\_\_\_

Total weight in kilos \_\_\_\_\_

Total number of consignments \_\_\_\_\_

50. Does your firm specialise in any particular type of traffic?

No      Yes  
     

	<b>Number of Consignments</b>	<b>Tons</b>	<b>Airfreight Charges</b>
Dangerous goods	_____	_____	_____
Live animals	_____	_____	_____
Other	_____	_____	_____

51. What volume of your traffic is destined for:

Africa	_____	_____	_____
Far East	_____	_____	_____
Middle East	_____	_____	_____
Australia & S. Pacific	_____	_____	_____
Central America & Caribbean	_____	_____	_____
Europe	_____	_____	_____
South America	_____	_____	_____
USA/Canada	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

**STATEMENT/UNDERTAKING**

The undersigned applies for inclusion on the official IATA Cargo Agency List for .....  
(country) and encloses herewith a remittance In the amount of AUD2,406.80, this being payment of the:

Non-refundable Application fee(s)	AUD1,389.30
Registration fee(s)	AUD 349.80
Initial annual agency fee(s)	AUD 412.50
Annual agency commissioner fee(s)	AUD 90.20
Investigation fee	AUD 165.00
<b>TOTAL</b>	<b>AUD2,406.80</b> and
Trust Deed Examination	AUD 357.50 (if applicable)

The above prices include 10% GST.

Upon registration as an IATA Cargo Agent, the undersigned undertakes to pay IATA annually not later than 01 December the agency fee requested by IATA for each succeeding calendar year, it being understood that credit shall be allowed for any overpaid portion of the initial payment, and it being further understood that refunds of any agency fees in respect of any office for which registration has once been given shall be made as prescribed in the IATA Cargo Agency Rules.

If the application is disapproved, the registration fee(s) and initial annual agency fee(s) shall be returned to the applicant.

The applicant understands and agrees that any agency agreement between the applicant and an IATA Member shall be subject to the applicable IATA Cargo Agency Rules in ..... (country).

The applicant hereby expressly renounces and waives any and all claims, causes of action or rights to recovery for itself, its heirs, successors, and assigns 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 be reason of any action taken in good faith pursuant to this application, including but not limited to a notice of disapproval stating the reasons therefore.

It is hereby agreed that the sections of this application marked with an asterisk (\*) shall become a part of every IATA Cargo Agency Agreement signed with IATA Members for the sale and handling of international air cargo transportation and that the Agency Administrator shall be given prior notice of any changes to the information provided in those sections.

I hereby certify that the foregoing statements (including statements made in any Attachments hereto) are true and correct to the best of my knowledge and belief, and that I am authorised by the firm identified in Question 1 to make these statements and file this document.

**Signatory:**

**Witness:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(type or print)

Name & Address: \_\_\_\_\_

Title or capacity: \_\_\_\_\_  
(type or print)

\_\_\_\_\_

Date: \_\_\_\_\_