



Further to your request regarding IATA membership we are pleased to enclose the following application documents for your perusal.

Cargo Agency Administration Rules

Resolution 809 Section 2

Resolution 809 Section 3

IATA Cargo Agency Application Questionnaire

Dangerous Goods Questionnaire

Checklist for New Application for a Cargo Agent

Before an application can be considered by the Agency Administrator, the Company/Firm has to satisfy all of the requirements set out in IATA Resolution 809 Section 2.

PARTICULAR ATTENTION MUST BE PAID TO THE FOLLOWING:

The Company/Firm must have been in operation as an air cargo agency for at least six months prior to the date of application and the financial statements should cover the relevant six months period.

The Company/Firm must have at least two-full time persons who have completed a training course in applicable Dangerous Goods Regulations recognised by the Agency Administrator, and that the training is completed within the previous two years. Such persons must be located at the place where the goods are prepared ready for carriage.

In addition to the overall facilities that your Company/Firm is able to provide for the handling and or sale of air cargo, it is essential that your Company/Firm owns scales adequate for the purpose of weighing air cargo consignments handled.

The answer to Question 6 of the Application Questionnaire must be accompanied by the relevant documents and information i.e. photocopy of the:

- (a) ACN or ARBN Certificate
- (b) Certificate of Incorporation, or



(c) Deed of Partnership

and a list of the shareholders, Directors or partners indicating the number and value of shares owned by each of the persons so listed and the percentage they represent of the issued share capital.

Please submit fees as outlined in the application form in Australian dollars. Should your legal entity be a Trust then we require a certified true copy of the Trust Deed, which we will retain, or the original which will be returned to you. An additional cost of \$357.50 will be charged to cover the cost of IATA's Solicitors' examination of the Trust Deed.

The financial information requested as set out in Resolution 809 Section 2 must be supplied with your application.

Please be advised that IATA may require an agency to furnish a bank guarantee or the taking out of approved default insurance to a specified amount depending on the financial standing of the Company/Firm.

Should you have any queries concerning your application please do not hesitate to contact this office or any IATA Member Airline with whom you are or will be contracting business.

Please note that an **INCOMPLETE APPLICATION** or an application that does not satisfy the qualifications for registration will not be retained and **WILL BE DULY RETURNED**.

Yours sincerely,

Matteo Zanarini

Passenger and Accreditation Manager