



EXCLUSIVE OFFER:  
**Travel Industry Designator Service (TIDS) & IATA ID Card**

Dear Agent,

We would like to present to you our promotional offer for Travel Agents joining TIDS.

TIDS is an IATA program which provides a unique identification code for licensed Travel Agents currently not participating to the Bank Settlement Plan (BSP).

TIDS is recognised by the world's leading travel and tourism industry suppliers. This unique facility ensures proper identification of the agent and their bookings in electronic reservation systems worldwide with a standard numeric code.

In addition to TIDS, you can take advantage of the benefits of the IATA ID card. The card allows you to be recognised as a travel professional worldwide as well as receiving industry discounts from leading travel industry suppliers.

**Your options:**

**Plan 1** - Receive 20% discount on TIDS application fee:

**NOW \$190.00 – saving \$47.00**

**Plan 2** - Receive 20% discount on TIDS application together with the Travel Agent ID Card:

**NOW \$250.00 – saving \$62.00** (Any additional ID Card will also receive 20% discount on the standard fee of \$75.00)

**Other TIDS benefits include:**

***Global Identification*** – Travel and Tourism industry suppliers all over the world acknowledge and can track reservations made by TIDS agents.

***Speeds up Reservations*** – TIDS speeds up and simplifies reservation processing. The TIDS numeric code is automatically transmitted to each travel industry supplier in the PNR with your reservation.

***Protects your Remuneration*** – TIDS will distinguish your bookings on all transactions with travel industry suppliers while reducing the risk of error. This is particularly important for sales tracking and the protection of your remuneration or commission earnings.

TIDS is supported by IATA member Airlines, major Global Distribution Services and most travel industry suppliers worldwide.

IATA Australia (A.R.B.N. 002 545 226)

Level 4, 83 York Street, Sydney NSW 2000  
GPO Box 3563, Sydney NSW 2001 Australia  
Tel.: +61 2 9249 6866 Fax.: +61 2 9299 6027  
www.iata.org/australia  
(Log your enquires through our website)

[www.iata.org](http://www.iata.org)



This promotion is valid only for new applicants who subscribe to TIDS from 25 September to 30 November 2009.

In order to take advantage of this special offer, please complete the enclosed application forms and send it to IATA Sydney offices, GPO Box 3563, Sydney NSW 2001.

Should you require any further information on the above offer please do not hesitate to contact our Customer Service Representatives by logging your enquiry on our Australia website: [www.iata.org/australia](http://www.iata.org/australia)

Yours Sincerely,

Agency Accreditation Services

IATA Australia (A.R.B.N. 002 545 226)

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Promotion Code:  
TIDS PAC



**Application Form**  
**TIDS NUMERIC CODE (TRAVEL INDUSTRY DESIGNATOR SERVICE)**  
For Australia • [www.iata.org/tids](http://www.iata.org/tids)

**Client Information**

Office Designation:  Head Office or  
 Branch Office (please provide code of your Head Office TIDS)

How did you hear about TIDS? (please tick one):

- IATA Office  Trade Show  Website (please specify URL below )  
 National travel Agents' Association  Hotel  Other (please specify below)  
 Car Rental Company  CRS/GDS \_\_\_\_\_

**Legal Name:**

\_\_\_\_\_  
\_\_\_\_\_

**Trading Name:**

(if different to Legal Name)

\_\_\_\_\_  
\_\_\_\_\_

**Location Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mailing Address:**

(if different to above)

\_\_\_\_\_  
\_\_\_\_\_

**Phone:**

**Fax:**

**Email:**

**Website:**

\_\_\_\_\_  
\_\_\_\_\_

**Travel Agent Licence Number (please attach copy)**

**Certificate of Registration of Business Name (if applicable):**

**Travel Compensation Fund (TCF) Number:**

**Australian Business Number (ABN):**

**Australian Company Number (ACN) (if applicable):**

**CRS/GDS provider (eg Amadues, Galileo, Sabre)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of company (eg sole trader, partnership, company etc.):**

\_\_\_\_\_

**Owners/Shareholders:**

(% of shares held/financial interest)

**Shareholders**

**% of Shares**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Manager/Supervisor:**

\_\_\_\_\_  
\_\_\_\_\_

**Australia**  
Application for assianment and registration of a TIDS numeric code



## Fees Payable

**Plan 1: Non-Refundable Application Fee** AUD \$172.73 + 10% GST      **AUD \$190.00**  
**Plan 2: Non-Refundable Application Fee** AUD \$227.27 + 10% GST      **AUD \$250.00**

Please submit your completed application form together with payment and copy of Travel Agent's Licence to:

IATA - Agency Accreditation Services  
4<sup>th</sup> Floor, 83 York Street  
GPO Box 3563  
Sydney NSW 2001  
AUSTRALIA

Tel: +61 2 9249 6866    Fax: +61 2 9299 6403

To further expedite the Application, please scan and submit in PDF format via  
[http://www.iata.org/worldwide/asia\\_pacific/enquiry.htm](http://www.iata.org/worldwide/asia_pacific/enquiry.htm)

## Payment Information

**Application Fee:**  
(please tick)

Plan 1:  AUD \$190.00 (including 10% GST)  
Plan 2:  AUD \$250.00 (including 10% GST)

### Method of payment

#### Credit Card

Type of Card:

Mastercard     Visa     American Express     Diners

Credit Card No:

Expiry. Date (MM/YY) :

/

Amount: AUD \_\_\_\_\_

Name of Card Holder :

\_\_\_\_\_

Card Holder Signature :

\_\_\_\_\_

#### Direct Deposit

- 1) **Agent Trading Name and Suburb** must be entered in the Payment Details Field
- 2) Attach copy of Funds Transfer Confirmation
- 3) Advise date of transfer \_\_\_\_\_

Account Name:

**IATA AUST – IATA OPERATING ACCT**

Account Number:

**BSB 242 000 ACC NO. 204 865 027**



## TIDS NUMERIC CODE (TRAVEL INDUSTRY DESIGNATOR SERVICE)

Australia • [www.iata.org/tids](http://www.iata.org/tids)

We hereby apply for the assignment and registration of a Travel Industry Designator Service (TIDS). We confirm and accept the TIDS terms and conditions and that the fee for the TIDS Code will be billed to us on an annual basis.

\_\_\_\_\_  
Owner/Manager (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Terms And Conditions

- 1) The Applicant understands and agrees that the allocation of a TIDS (Travel Industry Designator Service) numeric code is not part of any IATA Agency Accreditation process. This application therefore does not constitute an application for IATA Agency Accreditation. The Applicant understands and agrees that acceptance of the TIDS application does not entitle him to represent himself as an IATA Agent, or IATA Approved, or IATA Accredited, or as having an IATA Numeric Code, or any other representation which may create the impression of the Applicant being an IATA Agent. The Applicant is not authorized to use the IATA logo on its premises, letterhead or for any other purpose, and the Applicant specifically agrees not to make any representation or hold out to the public or the industry to be an IATA Agent unless and until the Applicant actually secures IATA Accreditation status.
- 2) The Travel Industry Designator Service is allocated to a non-IATA agent's place of business to facilitate identification by travel industry principals in electronic reservations systems. The TIDS Code Holder understands that the unauthorized use of the TIDS numeric code will result in the immediate cancellation of its TIDS numeric allocation and notification thereof to IATA Member airlines and other travel industry principals. The TIDS Code Holder shall take all due and reasonable precaution to prevent misuse of the TIDS numeric code by third parties and will be responsible for any damages arising from such misuse in case of failure to take appropriate precautions.
- 3) The Applicant recognizes and agrees that IATA has the right to reject the application and/or cancel a TIDS number at any time.
- 4) A non-refundable fee is payable upon submission of the application. An Annual Fee will be billed to the TIDS numeric code holder on an annual basis. This will be invoiced in October of each year for the following year's fee. Failure to pay the Annual Fee by the due date will result in cancellation of the assigned TIDS numeric code.
- 5) The TIDS Code Holder must immediately notify IATA in writing of any changes to the information provided in this application form. In the event that the TIDS Code Holder ceases to be licensed to trade as a travel agent under applicable legislation, the assigned TIDS code will be immediately cancelled. If the agent ceases to be a member of a national travel agents' association, the agent may continue to hold a TIDS numeric code as long as two (2) written recommendations of a hotel, car rental, CRS/GDS or other travel and tourism industry suppliers are provided. In the event of a cancellation of a TIDS numeric code for any of the reasons stated above, there will be no fee refund referred to in paragraph 4.
- 6) The TIDS Code Holder must notify IATA in writing if the TIDS numeric code is no longer required. Such notification may be given at any time. In such case, there will be no fee refund referred to in paragraph 4. Following cancellation, if the agent subsequently reapplies for a new TIDS numeric code, a new application including the registration fee will be required.
- 7) The Applicant hereby authorizes IATA to register the information provided on the TIDS listing and to communicate such information to travel industry principals subscribing to the IATA agency database. If you do not wish not to be solicited please notify us in writing. IATA will apply all reasonable and due care in processing this application, any notification of cancellation, and any other information provided by the TIDS Code Holder. However, the Applicant agrees that neither IATA nor any of its officers or employees will be responsible in the event that the TIDS numeric code is incorrectly assigned, reproduced, cancelled, or other information connected with TIDS is incorrectly processed or represented.
- 8) The Applicant expressly recognizes that upon signature of the application form and acceptance of this application by IATA, these Terms and Conditions shall become effective and binding.

**Australia**  
Application for assignment and registration of a TIDS numeric code

Promotion Code:  
TIDS PAC



# IATA / IATAN Travel Agent ID Card Application Form

## INSTRUCTIONS – Please read all instructions carefully before completing and PRINT CLEARLY

- STEP 1 Please read **Cardholder Agreement** thoroughly before completing and signing your Application.
- STEP 2 Provide requested information on **Application Form**, including **Payment Details**.
- STEP 3 Affix supporting documentation & all necessary signatures.
- STEP 4 Include a passport-standard-size **Photo** (head and shoulders against a pale background), with your name and the agency's IATA Numeric Code printed on the back. Attach the photo to the right. If sending a digital photo, this must be provided in **.JPG** file format at 300 dpi resolution, measuring 250 pixels high by 200 pixels wide. Name the file with your agency numeric code and full name (eg. 11111111JOHNDOE.JPG), and submit via [http://www.iata.org/worldwide/asia\\_pacific/enquiry.htm](http://www.iata.org/worldwide/asia_pacific/enquiry.htm)
- STEP 5 Return all completed forms, noting in the appropriate space if you have included a digital photo, to: **IATA ID Card Regional Office, Level 4, 83 York Street, P.O. Box 3563 GPO, Sydney NSW2001 AUSTRALIA**

Attach a Passport-size/standard **PHOTO** here with adhesive.

Write your Name and Agency Numeric Code on back of PHOTO.

**Note:**  
A digital photo can be submitted via e-mail (see **Instructions**).

## AGENCY INFORMATION – \*The applicant is employed by and physically works at the Agency location detailed below

IATA NUMERIC CODE (or TIDS, Domestic, etc):   –

UIR \_\_\_\_\_  
For Office Use Only

Agency Legal Name \_\_\_\_\_

Agency Trading Name (Name to appear on the card – maximum 22 characters, including blanks) \_\_\_\_\_ Government Licence Number \_\_\_\_\_

Agency Location\* (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_ (City/Suburb/Town) \_\_\_\_\_

(State) \_\_\_\_\_ (Country) \_\_\_\_\_ (Postal Code) \_\_\_\_\_

Area Code Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Business E-mail \_\_\_\_\_ www. \_\_\_\_\_ Internet Address \_\_\_\_\_

## APPLICANT INFORMATION (Please ✓ appropriate boxes) SEX: M F TITLE: Mr Mrs Ms Other

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
(AS PER YOUR PASSPORT - Maximum 22 characters, including blanks, of which Last Name must not exceed 15 characters)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth: (Dy/Mo/Yr) Digital Photo  \_\_\_\_\_ .jpg  
(Pls ✓if digital photo is being submitted via e-mail. Filename should include your 8 digit agency numeric code and full name e.g. 11111111JOHNDOE.JPG)

I have been employed in this industry, without interruption, as a travel agent since: \_\_\_\_\_ (Year)

I have been employed as a travel agent by the above agency since: \_\_\_\_\_ / \_\_\_\_\_ (Mo /Year)

IATA NUMERIC CODE of previous agency employer: (if applicable)   –

Please ✓ one box only in each of the following 3 selections:

POSITION IN CURRENT AGENCY: M  Manager C  Shareholder (1) S  Sole Proprietor/Owner (1)  
E  Employee P  Partner (1) I  Independent Consultant/Broker (2)

DUTIES IN CURRENT AGENCY: I  Inside Sales X  Outside Sales S  Customer Service  
A  Administration O  Accounting N  Marketing

HOURS PER WEEK: 1  35 or more hrs 2  25 to 34 hrs 3  20 to 24 hrs 4  less than 20 hrs

(1) Owner of 20% or more. Must be on IATA's record, and devote a minimum of 20 hours per week to the Travel Industry.

(2) A copy of the contract must be provided.

We, the undersigned, hereby declare that the information furnished on this Application Form is true and correct. In addition, as Agency Owner/Manager, I as the Employer confirm that I am authorised to sign on behalf of the Agency indicated in this Application Form. We also understand that any false declaration will lead to the cancellation and blacklisting of the ID Card.

I, the applicant, hereby consent to the collection, use and disclosure of my personal information for the purposes listed in the present form, including administering the Card programme and allowing me to obtain industry concessions and sharing information outside of my country of residence.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency Owner/Manager (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Agency Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Visit [www.iata.org/idcard](http://www.iata.org/idcard) for complete details.



AUSTRALIA & SOUTH PACIFIC



## IATA / IATAN Travel Agent ID Card Cardholder Agreement

In consideration of IATA issuing the Applicant an IATA/IATAN Travel Agent ID Card (the Card), the Applicant agrees:

1. The Card at all times remains the property of IATA and the cardholder shall return it to IATA upon request,
2. Since the Card issued is unique to the cardholder, the cardholder shall not allow the Card, its identification number or any other information contained on the Card to be used by any other person, whether associated with the same agency as the cardholder or not, in such a way as to imply that such other person is the cardholder,
3. To return the Card to IATA for updating or reissuing within seven (7) days when any information contained on the Card, other than educational qualifications, becomes inaccurate, and to return the Card for cancellation within seven (7) days if the cardholder no longer qualifies to hold such a Card,
4. Not to tamper with any information or photograph contained on the Card, or any other aspect of the Card,
5. That this Card is NOT a credit card and that the cardholder shall not say or take any action which will lead a person to believe that IATA has guaranteed the credit, conduct or credibility of the cardholder, and that the Card does not guarantee the holder any discount, which is entirely at the discretion of the supplier,
6. Not to use the Card for any purpose after the date of expiry, and return the Card to IATA when the cardholder ceases to qualify to hold it,
7. That IATA may notify its suppliers or any other persons, which may make use of the Card, of the cardholder's participation in the IATA ID Card Programme, and may remove the cardholder's name from the IATA registration system, or do any other thing, if the cardholder breaches any of the conditions set out in this agreement,
8. That the cardholder will repay to any supplier any discount received if the cardholder has obtained such discount by using the Card in any manner not permitted by this agreement,
9. That IATA has the right to verify this information by interviewing the cardholder or other staff of this Agency, and/or by inspection of supporting documentation. Should such interviews or inspections be refused, or should any of the information provided turn out to be false, the Card may be withdrawn or declared invalid, and airlines and other industry suppliers notified accordingly,
10. To inform IATA immediately in the event that the Card is lost or stolen,
11. That IATA may charge a fee to renew or reissue a Card, or for administration of declined applications and payments made with insufficient funds,
12. That IATA may amend the terms of this agreement at any time provided that IATA has mailed to the cardholder the terms of amendment thirty (30) days in advance of such amendments. No such amendment may require the Cardholder to pay any retroactive additional charges or fees, but may increase future service charges,
13. That IATA assumes no responsibility for the misuse of the Card, and cannot be held liable for any costs incurred on behalf of or with any supplier. The cardholder agrees to indemnify IATA for any expenses incurred through misuse of the card by the cardholder,
14. That IATA may use the cardholder's application data and transmit them as necessary for the operation of the Travel Agent Card scheme and its related services.
15. The personal information collected with this form is used and communicated to third parties (including outside the province of the cardholder's residence and Canada) for the purposes listed in this form, including for administering the Card programme and allowing the cardholder to obtain industry concessions.
16. Your personal information collected with this form will be kept at the IATA headquarters in Montreal in a paper folder and an electronic database accessible only by the persons administering this Card programme. This file will be identified with the name of cardholder.
17. If you wish to access or request a rectification of your file, you may address your demand in writing to IATA's privacy coordinator at [privacy@iata.org](mailto:privacy@iata.org).
18. Your personal information may be shared with any partner allowing industry concessions upon the presentation of the Card for identification purposes as well as the confirmation of the extent of the industry concessions available to a legitimate cardholder, if you request such an industry concession, wherever this partner is located in the world.

### **EMPLOYER CERTIFICATION**

The Employer certifies the following:

19. The Applicant is a bona fide employee or consultant of the Employer, working in a remunerated position at the Agency location indicated herein and is at least the legal working age. The Applicant and Employer, by making this application, authorise IATA to verify the employment status of this Applicant, and
20. The Applicant devotes, in a full-time capacity, all or substantially all of his/her time to the promotion and sale of travel at the Agency location indicated herein, and is paid by salary and/or on a commission basis and is shown on the appropriate disbursement records of the Agency, and
21. The enclosed photograph of the Applicant is current and a good likeness of the Applicant, and
22. The Employer agrees to use its best efforts to ensure that the Applicant does not misuse the Card in contravention of the Cardholder Agreement and acknowledges that IATA will inform suppliers of any misuse of the Card. Such information may contain the name of the Employer Agency, and
23. The Employer and Applicant acknowledge that the Card is valid through the last day of the month and year indicated on the face of the Card and is not to be used thereafter, and
24. The Employer is responsible for ensuring that the Cardholder returns the Card if the Applicant/Cardholder leaves the Employer's employment or otherwise ceases to be eligible to hold the Card. Applicant and Employer should retain a copy of this Agreement for their records.

We, the undersigned, hereby declare that we have read and accept the terms and conditions of the Cardholder Agreement

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency Owner/Manager (*please print*): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Agency Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Please, validate this application using the official stamp of your agency.

