



International Air Transport Association

A.R.B.N. 002 545 226

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AUSTRALIA .

CHECKLIST

FOR NEW APPLICATION

- COMPLETED APPLICATION FORM FOR REGISTRATION AS AN IATA CARGO AGENT. PLEASE ENSURE ALL QUESTIONS ARE ANSWERED AND THE FORM IS SIGNED AND DATED.
- COMPLETED DANGEROUS GOODS QUESTIONNAIRE FOR APPLICANTS.
- CERTIFIED COPY OF CERTIFICATE OF REGISTRATION OF COMPANY NAME FROM THE AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION (ASIC), SHOWING THE A.C.N. (IF APPLICABLE).
- COPY OF AUSTRALIAN BUSINESS REGISTER CERTIFICATE FROM THE AUSTRALIAN TAXATION OFFICE (ATO) SHOWING THE AUSTRALIAN BUSINESS NUMBER (A.B.N.)
- CERTIFIED COPY OF CERTIFICATE OF REGISTRATION OF BUSINESS NAME (IF APPLICABLE).
- SAMPLE OF LETTERHEAD, SHOWING ACN NUMBER.
- COPY OF VALID DANGEROUS GOODS CERTIFICATE FOR TWO STAFF MEMBERS, WORKING AT LOCATION APPLYING FOR ACCREDITATION.
- COPY OF IATA/FIATA INTRODUCTORY COURSE DIPLOMA OR COMPLETED EQUIVALENT COURSE OFFERED BY AN IATA MEMBER FOR TWO STAFF MEMBERS, WORKING AT LOCATION APPLYING FOR ACCREDITATION.
- WE ALSO REQUIRE CONFIRMATION OF AGENTS WHO DELIVER (OR ARRANGE TO DELIVER) UNIT LOAD DEVICES "READY FOR CARRIAGE" TO AN AIRLINE. PLEASE CONFIRM IN WRITING IF YOU ARE EXEMPT, IF NOT, WE REQUIRE A LOAD DISTRIBUTION & RESTRAINT CERTIFICATE.
- IN ACCORDANCE WITH RESOLUTION 809 SECTION 2 SUBPARAGRAPH 2.2.3, PLEASE SUPPLY DOCUMENTARY EVIDENCE THAT YOU HAVE ADEQUATE INSURANCE TO COVER YOUR LIABILITY FOR LOSS OF OR DAMAGE TO SHIPPERS CARGO, WHILST IN YOUR POSSESSION.
- FINANCIAL STATEMENTS.
- COPY OF YOUR COMPANY'S CONSTITUTION.
- COPY OF LEASE FOR OFFICE/WAREHOUSE.
- IF APPLICABLE, CERTIFIED TRUE COPY OF THE TRUST DEED, WHICH WE WILL RETAIN, OR THE ORIGINAL DEED WHICH WILL BE RETURNED TO THE AGENCY.
- PAYMENT OF APPLICABLE FEE.

Auscap/checklist