



GUIDELINES FOR PROCESSING A CHANGE OF NAME / CHANGE OF LOCATION

CHANGE OF NAME

When an agent wishes to change the name of the accredited agency, he shall notify in writing the Agency Accreditation office of the new name and submit the following documents:

1. Applicable fee (refer to fee structure);
2. A copy of the articles of amendment to confirm that no change in ownership or corporate structure has been or will be effected within the agency;
3. A copy of the amended provincial license for agents in B.C., Ontario and Quebec.

Upon receipt of the documents a new Passenger Sales Agency Agreement will be signed under the new name and all Member airlines will be notified.

CHANGE OF LOCATION

When an agent moves from an approved location, he shall notify the Agency Accreditation office before effecting the move and submit the following documents:

1. Completed application form;
2. Applicable fee (refer to fee structure);
3. Two postcard size photographs of the interior with the safe and exterior;
4. A copy of the amended provincial license for agents in B.C., Ontario and Quebec.

Upon receipt of the documents the Agency Accreditation office will carry out an inspection of the new location; if the inspection report is favourable and no protest is received from any Member, the new location will be approved

Important note: change of name and/or location may also involve amendments to BSP information such as change in bank account, new validation plate, and should be communicated directly to BSP.



FEE STRUCTURE FOR A CHANGE OF NAME / CHANGE OF LOCATION

TYPE	APPLICATION FEE	GST	TOTAL	QST	TOTAL*	HST	TOTAL**
CHANGE OF NAME	CAD\$100.00	CAD\$7.00	CAD\$107.00	CAD\$8.00	CAD\$115.00	CAD\$15.00	CAD\$115.00
CHANGE OF LOCATION	CAD\$125.00	CAD\$8.75	CAD\$133.75	CAD\$10.00	CAD\$143.74	CAD\$18.75	CAD\$143.75
CHANGE OF NAME AND LOCATION	CAD\$125.00	CAD\$8.75	CAD\$133.75	CAD\$10.00	CAD\$143.74	CAD\$18.75	CAD\$143.75

TOTAL*: fee applicable to Quebec agents

TOTAL**: fee applicable to agents in the Atlantic Provinces

Please make your cheque or money order payable to the **INTERNATIONAL AIR TRANSPORT ASSOCIATION**