



**Application Form**  
**TRAVEL INDUSTRY DESIGNATOR SERVICE (TIDS) NUMERIC CODE**  
 Asia-Pacific (excluding 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 or IATA accredited agency and a letter of authorisation from your head office)

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

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> IATA Office                        | <input type="checkbox"/> Trade Show | <input type="checkbox"/> Website (please specify URL below) |
| <input type="checkbox"/> National Travel Agents Association | <input type="checkbox"/> Hotel      | <input type="checkbox"/> Others (please specify below)      |
| <input type="checkbox"/> Car Rental Company                 | <input type="checkbox"/> CRS/GDS    | _____   |

**Legal Name of Entity:** \_\_\_\_\_

**Trading Name (if different from Legal Name):** \_\_\_\_\_

**VAT number:** \_\_\_\_\_

**Location Address: Address (1)** \_\_\_\_\_

**Address (2)** \_\_\_\_\_

**Address (3)** \_\_\_\_\_

**Country** \_\_\_\_\_ **Postal code** \_\_\_\_\_

**Mailing Address: Address (1)** \_\_\_\_\_

**Address (2)** \_\_\_\_\_

**Address (3)** \_\_\_\_\_

**Country** \_\_\_\_\_ **Postal code** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Website** \_\_\_\_\_

**Type of business (e.g. Travel Agency, etc.)** \_\_\_\_\_

*If your agency is equipped with CRS/GDS equipment, please indicate name of the CRS/GDS (e.g. ABACUS, AMADEUS, AXESS, GALILEO, SABRE, WORLDSPAN etc.)* \_\_\_\_\_

**Fees Payable (add 7% GST for Singapore Applicants):**

**Non-Refundable Application Fee** (Inclusive of certificate) **USD 250.00**

**Non-Refundable Renewal Fee** (Inclusive of certificate) **USD 250.00**

**Urgent Processing Fee**  
 (TIDS code assigned within **3 working days** of receipt of complete application & payment clearance) **USD 80.00**

**Asia-Pacific (excluding Australia)**  
 Application for assignment and registration of a TIDS numeric code



### **PAYMENT INFORMATION**

**Amount payable**

USD 265.00 (inclusive of USD15 administrative fee)

USD 283.55 (inclusive of USD15 administrative fee + 7% GST **for Singapore Applicants**)

**Kindly made direct online credit card payment via [http://www.iata.org/ps/financial\\_services/paymentlink](http://www.iata.org/ps/financial_services/paymentlink)**

### **REQUIREMENTS FOR TIDS CODE APPLICATION:**

**If a document is in a foreign language, translation in English is required**

- Completed application form
- Government licence for travel agents (where applicable) **or** proof of business registration
- National Travel Agents Association proof of membership in good standing. Please indicate association name(s) and your membership number(s) (**please attach proof of membership**)
- One (1) letter of recommendation signed by a senior management staff from an Airline **or** Global Distribution System (GDS) e.g. Abacus, Amadeus, Axess, Galileo, Sabre or Worldspan **or** two (2) letters from travel and tourism industry supporters e.g. hotel, car rental companies, etc
- Application fee via Bank Draft or Credit Card

Please submit your application form with ALL necessary documents to support your application to avoid unnecessary delays. **To further expedite your application**, please scan and submit all documentation in PDF by uploading it at [www.iata.org/worldwide/asia\\_pacific/enquiry-accreditation.htm](http://www.iata.org/worldwide/asia_pacific/enquiry-accreditation.htm)

### **TRAVEL INDUSTRY DESIGNATOR SERVICE (TIDS) NUMERIC CODE**

Asia-Pacific (excluding 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) numeric code. 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.

**Applicant Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**If you are unable to upload your Application with the supporting documents,  
you may post your Application to:**

**International Air Transport Association**  
Travel Industry Designator Service (TIDS)  
TripleOne Somerset  
111 Somerset Road, #14-05  
Singapore 238164

### **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. Failure to pay 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 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.

**9)** IATA shall assume ownership over all application documents and reserves the right to destroy these in confidence where the applicant has not completed the submission of all required documentation or payment within 60 days. During the period, the applicant may request for the return of these documents at cost.