



GUIDELINES FOR COMPLETING THE NOTICE OF CHANGE FORM (NOC)

Please read carefully the following guidelines before filling out the Notice Of Change form (NOC) with all requested information.

- Complete the two columns to specify the change:
 - Left column (previous status)
 - Right column (status after change)

Header Ensure that the current Agent's name, address and IATA numeric code are completed.

1. Complete the two columns to specify the type of legal entity (e.g., Ltd, SA, etc.)
2. To be completed only by sole proprietors, partnerships or other unincorporated firms.

Note: In cases where an unincorporated entity becomes a corporation, Section (2) of this form should be completed as Present Status and Section (3) as Future Status. The opposite would apply if a corporation changes to an unincorporated partnership or sole owner.

3. To be completed only by corporations
 - (a) The issued share capital in the right column must be the same as the one displayed on the balance sheet of the company (unless there has been a change after the closing date of the accounts.)
 - (b) The percentage shares listed should equal 100% and all shareholders are shown with complete names (DO NOT USE ABBREVIATIONS)
 - (c) Persons named should be responsible for the Agency and authorized to act or sign on its behalf.
4. Complete the effective date of change (e.g. change of ownerships, shareholding, etc.)



5. Complete the full legal name after the change (including entity type (e.g. SRL, LTD, SA, etc.) and trade name.

Also indicate the street address (including postal code) where the premises are located, plus telephone, telefax numbers and e-mail.
6. Complete either change of name, change of location or both.
7. If the Agent has more than one Approved Location; enter details of the all the affected locations.
8. If this Notice of Change affects the manager and staff please provide complete details.
9. Complete this question by 'Yes' or 'No'. Answers such as 'not applicable' are not acceptable.
 - The term 'default' applies only in connection with IATA travel agency activities.
 - The term 'bankruptcy' encompasses any other business activities of the persons involved and is not limited to travel agency affairs.
10. Complete this section if the Agency is trading as an appointed General Sales Agent (GSA). If 'Yes' please describe change in full.

IMPORTANT

Signature	This part of the form MUST be completed correctly. The Notice of Change is a legally binding document that becomes part of the Passenger Sales Agency Agreement. Therefore, signatories must be entitled to do so on behalf of the transferor and the transferee, respectively. The signatories must be an owner/shareholder/director/manager or someone with the power of attorney to act on behalf of the companies involved. The signature of the Transferor and Transferee must be co-signed by a witness who is present at time of signature.
Date	Ensure that the document is dated