

Passenger Agency Conference Resolutions Manual

4.3 where a decision of or an action by the Agency Administrator or the Agency Services Manager has been the object of an Agent's action before the Commissioner taken under the provisions of this Resolution and the Agency Administrator, or the Agency Services Manager, contest the Commissioner's decision, the Agency Administrator or the Agency Services Manager shall have the right to have such decision reviewed by arbitration, in accordance with the procedures set out in the Passenger Sales Agency Rules.

RESOLUTION 822 IATA NUMERIC CODE

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PAC1(51)822 PAC2(51)822 PAC3(51)822 Expiry: Indefinite

Type: A

AS the Passenger Agency Conference ('Conference') wishes to provide a code to identify places where Traffic Documents, as defined in the Sales Agency Rules, are issued, and

AS the Conference also wishes to provide a designator to non-IATA entities subscribing to recognised IATA industry schemes it is

RESOLVED that a recognised coding scheme, as provided for below, shall be used to allocate IATA Numeric Codes or designators.

Section 1—COMPONENTS OF CODE

- 1.1(a) the IATA Numeric Code shall consist of:
- 1.1(a)(i) a two-digit geographical designator;
- **1.1(a)(ii)** a one-digit Area designator separated from 1.1(a)(i) above by a dash;
- **1.1(a)(iii)** a four-digit location designator separated from 1.1(a)(ii) above by a space; and
- **1.1(a)(iv)** a check digit separated from 1.1(a)(iii) above by a space. The check digit shall be calculated on an unweighted modulus seven system based on the two-digit geographical designator, the one-digit Area designator, and the four-digit location designator.
- **1.1(b)** when the IATA Numeric Code is imprinted on automated Traffic Documents, the dash and spaces may be omitted

Section 2—INTEGRITY OF IATA NUMERIC CODE

Numeric Codes assigned to all users in accordance with this Resolution are, and shall at all times remain the property of IATA. Such codes shall not be lent, subcontracted or hired to a third party by the assignee. Neither shall such codes be used either as a form of identification or other purpose on a proprietary product of any third party without express authorization to do so by IATA.

Section 3—ALLOCATION OF CODE

- **3.1** the Agency Administrator shall be responsible for the administration and allocation of the IATA Numeric Code as follows:
- **3.1.1** IATA Numeric Codes shall be allocated to each Approved Location of IATA Agents, of non-IATA sales intermediaries holding Standard Traffic Documents pursuant to Resolution 850b and domestic-only agents reporting their sales through a BSP;

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- 3.1.2 all other categories subscribing to a recognised IATA industry scheme shall be allocated a designator based on the Numeric Code structure:
- 3.1.3 blocks of IATA Numeric Codes shall be set aside for allocation in the United States to entities that qualify for such codes under the terms of this Resolution;
- 3.1.4 upon request of a Member or of a non-IATA airline, the Agency Administrator shall allocate IATA Numeric Codes to such Member's or airline's own sales offices, to Traffic Documents-issuing offices of such Member's or airline's Passenger General Sales Agents, or airport handling agents which are not themselves IATA Members; provided that in the case of a request from a non-IATA airline, the cost of allocation and publication of the IATA Numeric Code shall be for the account of the requesting airline.
- 3.1.5 IATA Numeric Codes and designators shall be allocated according to the type of Location or user.
- 3.1.6 A change of Location or category may require the withdrawal from use of the IATA Numeric Code or designator, and the allocation of a different one.

Section 4—VALIDATOR DIES OR PLATES—OUTSIDE BILLING AND SETTLEMENT PLAN

 \triangle **4.1** validation of Traffic Documents at places to which an IATA Numeric Code has been allocated shall be effected by the electronic ticketing service provider in accordance with the provisions of Resolution 854.

Section 5—PUBLICATION

the IATA Numeric Codes allocated pursuant to Subparagraphs 3.1.1, and 3.1.3 of this Resolution shall be published by the Agency Administrator as directed by the Passenger Agency Conference; ARC and IATAN shall be responsible for the publication of IATA Numeric Codes made available to them pursuant to Subparagraph 3.1.2 of this Resolution.

Section 6—REVIEW OF AGENT

failure by an IATA Agent without good cause to comply with any of the requirements provided herein shall constitute adequate grounds for the Agency Administrator to initiate review under the provisions of the Sales Agency Rules.

RESOLUTION 824

PASSENGER SALES AGENCY AGREEMENT (VERSION II)

PAC1(22)824(except USA) Expiry: Indefinite PAC2(22)824 Type: B PAC3(22)824

RESOLVED that, the following form of Passenger Sales Agency Agreement is adopted and shall be implemented upon notification by the Agency Administrator.

PASSENGER SALES AGENCY **AGREEMENT**

An Agreement made thisday of20.....

BETWEEN

having its principal office at (hereinafter called "the Agent")

AND

each IATA Member (hereinafter called "Carrier") which appoints the Agent, represented by the Director General of IATA acting for and on behalf of such IATA Member.

WHEREBY IT IS AGREED AS FOLLOWS:

1. EFFECTIVENESS

this Agreement shall become effective between the Agent and the Carrier upon appointment of the Agent by such Carrier in accordance with the Sales Agency Rules in effect in the country(ies) of the Agent's Location(s). Upon coming into effect this Agreement, including any amendments thereto, shall have the same force and effect between the Carrier and the Agent as though they were both named herein and had both subscribed their names as parties hereto.

2. RULES. RESOLUTIONS AND PROVISIONS INCORPORATED IN **AGREEMENT**

2.1(a) the terms and conditions governing the relationship between the Carrier and the Agent are set forth in the Resolutions (and other provisions derived therefrom) contained in the Travel Agent's Handbook ("the Handbook") as published from time to time under the authority of the Agency Administrator and attached to this Agreement. The Handbook incorporates:

2.1(a)(i) the Sales Agency Rules.

- 2.1(a)(ii) the Billing and Settlement Plan rules, where applicable, as set forth in the BSP Manual for Agents,
- 2.1(a)(iii) such local standards as may be provided for under the Sales Agency Rules,

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