



IATA MEMBERSHIP APPLICATION PROCEDURE AND FEES

January 2012

IATA Membership with full rights and privileges may only be obtained after;

- IATA Operational Safety Audit (IOSA) registration;
- An administrative review by the Membership Department;
- Payment of all application fees and membership dues.

What is the IATA Operational Safety Audit (IOSA)?

The IATA Operational Safety Audit (IOSA) is an internationally accepted evaluation system designed to assess the operational management and control systems of an airline.

IOSA has been designed to help airlines share audit resources and reduce the overall number of audits performed. Airlines enjoy significant cost savings through these reductions as well as a wide range of additional benefits, including:

- Increased code share opportunities
- Controlled system to share audit results
- IATA quality assurance

IATA oversees the accreditation of Audit Organizations and Endorsed Training Organizations, ensures continuous development of the IOSA Standards and Recommended Practices and manages the central database of IOSA Audit Reports. IATA also implements effective quality assurance to ensure overall program standardization and ensures that the program is meeting airline needs as effectively as possible.

Successful completion of an IOSA will result in addition to the IOSA registry. A list of all IOSA registered airlines is available at <http://www.iata.org/ps/certification/iosa/registry>

How does this affect an application for IATA membership?

An airline must be on the IOSA registry *before* IATA Membership can be approved. As all documentation needs to be as up to date as possible, submission of membership applications is not recommended until the IOSA process is well underway.

- Airlines that are not on the IOSA registry and have not scheduled an audit are requested *not* to submit a membership application at this time. Further information on IOSA is available at <http://www.iata.org/iosa> or by contacting IATA's IOSA team at iosa@iata.org.
- Airlines that are not on the IOSA registry but have scheduled an audit are requested to wait until the audit is closed before submitting a membership application. Following audit closure, the report will undergo IATA's Quality Control (QC) procedure which may take several weeks. An application can be submitted and prepared at the same time to coincide with IOSA registration.
- Airlines that are already on the IOSA registry or have closed an audit can proceed with a membership application. Please contact membership@iata.org to request an application form.

Administrative Review

- The application form should be completed and returned with the documents listed below:
 - A certified copy of the Air Operator's Certificate (AOC), valid for a minimum of six months, with **ORIGINAL** Stamp, date and signature from the issuing Authority (not a notary), together with the Operational Specifications issued by the State of Registry, if applicable.
 - A certified copy of the Certificate of Registration with appropriate authority e.g. Chamber of Commerce or equivalent. Certification by a notary is acceptable.
 - Audited Financial Statements for the applicant airline, and if majority owned by another company (including state ownership), the financial statements of the owner company. These must be certified by a chartered or public accountant. For new airlines, a business plan prepared by a chartered or public account is acceptable.
 - The Annual Report of the applicant airline, or company by-laws showing how it is constituted, or airline profile.
 - Valid insurance certificates with aircraft type, registration number for each aircraft and respective details of registering authority, valid for a minimum of six months.
 - Traffic statistics for the preceding two years. This requirement does not apply to new airlines.
 - Published timetable/schedule, if the airline has scheduled operations. For non-scheduled operations, a list of destinations is requested.

Payment of Fees and Dues

- Upon receipt of the application form and all required documents, an invoice for the USD 15,000 non-refundable application fee will be sent to the applicant airline. When the application fee is received by IATA, the membership application will be reviewed.
- Following a satisfactory review, an invoice for the USD 15,000 entrance fee will be sent to the applicant airline. This invoice will also include the membership dues pro-rated for the current year and the compulsory contribution of USD 1,500 to the International Airline Training Fund (IATF).
- Start-up airlines, Associate members and Airlines joining after the following year's annual dues for existing members have been calculated (usually by mid-November) will also be invoiced for the following year's dues. All fees and dues must be fully paid before membership can be approved.
- Once all admission criteria have been met, the Membership Office submits the application for approval. All applications are subject to approval by IATA's Board of Governors or the Director General upon the Board's delegation.

Membership entry cost summary:

DESCRIPTION	AMOUNT (USD)	COMMENTS	COSTS (IUSD)
One-time Application Fee. (Non-refundable)	15,000	Application review will commence upon receipt of the Application Fee.	15,000
One-time Entrance Fee: Active Member: International and international plus domestic operations. Associate Member: Domestic operations only.	15,000 12,000		
Annual Membership Dues Minimum fixed fee (applicable to all IATA members) <i>plus</i> Variable dues assessment: Note: Not applicable for domestic airlines, start up airlines or airlines operating less than 5million Revenue Tonne Kilometers (RTKM's) per annum.	Varies annually Calculated from statistics provided in application form.	Minimum fixed fee for 2011 Applicable only to airlines operating international Revenue Tonne Kilometers (RTKMs) over 5 million, an amount will be calculated and added to the Annual Membership Dues above. Total dues are pro-rated to month of entry.	16,667
Compulsory contribution to the International Airlines Training Fund. (IATF)	1,500	Each member contributes to the International Airline Training Fund for scholarships to Members from countries with developing economies.	1,500
Total			