



TIDS NUMERIC CODE (TRAVEL INDUSTRY DESIGNATOR SERVICE) [www.iata.org/tids](http://www.iata.org/tids)

Office Designation:  Head Office or  Branch Office (please provide code of your Head Office, TIDS or IATA accredited agent and a letter of authorization from your head office)  
(Please tick)

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

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

Location Address (Street, City, Province/State, Postal/Zip Code, Country):

\_\_\_\_\_  
(Street, Number) (City) (Postal/Zip Code)

\_\_\_\_\_  
(Province) (Country)

Mailing Address (if different from above):

\_\_\_\_\_  
(Street, Number) (City) (Postal/Zip Code)

\_\_\_\_\_  
(Province) (Country)

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

General Information:

\_\_\_\_\_  
Type of business (e.g. Travel Agency, Tour Operator, Conference or Event Organizer etc.):

Business Registration and/or License Number \_\_\_\_\_ held since (MM/YYYY): \_\_\_\_ / \_\_\_\_

Tax/VAT Registration Number: \_\_\_\_\_

If you are a member of the national travel agents' association in your country, please indicate the association name(s) and your membership number(s) (please attach proof of membership)

\_\_\_\_\_  
(Name of Association) (Membership Number)

If you are not a member of your national travel agents' association, please provide two (2) letters of recommendation from a TIDS sponsor (hotel, car rental company) or one (1) letter from an IATA Member Airline or a Global Distribution System.

\_\_\_\_\_  
(Name of Sponsor 1) (Name of Sponsor 2)

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

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

- IATA Office  Trade Show  Website (please specify URL below)  National travel agents' association
- Hotel  Car Rental  CRS/GDS  Other (please specify): \_\_\_\_\_

We hereby apply for the assignment and registration of a Travel Industry Designator Service (TIDS). We confirm and accept the TIDS terms and conditions as printed overleaf and that a renewal fee will be billed to us on an annual basis.

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Place & Date: \_\_\_\_\_

NORTH ASIA, HONG KONG S.A.R. & MACAU S.A.R., CHINA  
Application for assignment and registration of a TIDS numeric code



## TIDS NUMERIC CODE (TRAVEL INDUSTRY DESIGNATOR SERVICE) [www.iata.org/tids](http://www.iata.org/tids)

### **Fees Payable:**

Registration and subsequent annual fees are subject to change and non-refundable USD 200

### **Form of Payment:**

Telegraphic Transfer (T/T) in local currency payable to

International Air Transport Association  
Travel Industry Designator Service (TIDS)  
Units 2804-06, 28/F  
248 Queen's Road, East Wanchai  
Hong Kong (SAR)  
Hong Kong SAR, China  
Tel: +852 2528 9321  
Fax: +852 2520 0329

### **Please forward your complete application form to:**

Please submit your application form completed with ALL necessary documents to support your application request, otherwise delays may occur.

### **International Air Transport Association**

Travel Industry Designator Service (TIDS)  
Unit 2804-6, 248 Queen's Road, East Wanchai  
Hong Kong (SAR)  
Hong Kong SAR, China  
Tel: +852 2528 9321  
Fax: +852 2520 0329  
Email: [info.hk@iata.org](mailto:info.hk@iata.org)

### **When submitting your application, please ensure to include the following:**

- Completed application form
- Government license for travel agents (where applicable) or evidence of business registration including tax registration or other business registration number
- Registration fee
- National travel agent's association proof of membership in good standing (optional)
- One (1) letter of recommendation from an IATA Airline or Global Distribution System (GDS) i.e. Amadeus, Galileo, Sabre or Worldspan or two (2) letters from travel and tourism industry supporters i.e. hotel, car rental companies, listed on TIDS website
- Bank letter stating that you maintain a bank account in the name of the business

### **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 registration fee is payable upon submission of the application. A renewal fee will be billed to the TIDS numeric code holder on an annual basis. Failure to pay the 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 supporters 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 not 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.