





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

Business Registration and/or License Number:

Held Since (MM/YYYY):

Tax/VAT Registration Number:

If you are a member of the National Travel Agent Association in your country, please indicate the association name(s) and your membership number(s) (please provide proof of membership such as confirmation letter from the association)

If you are not a member of your national travel agents' association, please provide 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 of recommendation from travel and tourism industry suppliers i.e. major hotel chain, car rental companies, theme parks, etc.

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 check one)

IATA Office

Trade Show

National Travel Agents Association

CRS/GDS

Travel Industry Supplier (type/name):

Website (URL):

Other:

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:

Position:

Signature: \_\_\_\_\_

Place & Date:

**To prevent delays, please ensure to include ALL of the following documents when submitting your application.**

- Completed application form duly signed
  - Government-issued license for travel agents (where applicable) **or** a copy of business registration including tax registration/other business registration number. Please note:
    - Applicants in **Canada**, located in QC, ON, and BC, must provide a copy of the provincial travel agency license (all other provinces, please provide a copy of business registration as stated above)
    - Applicants in **Turkey** must provide a copy of the license issued by the Turkish Ministry of Tourism & Culture
  - Documentation supporting legal form of business and ownership of the entity
  - Bank letter stating that you maintain a bank account in the name of the business
  - National Travel Agent Association proof of membership such as confirmation letter from the association
- If you are not a member of the National Travel Agent Association, then please provide:**
- 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 of recommendation from travel and tourism industry suppliers i.e. major hotel chain, car rental companies, theme parks, etc.



Please complete this application form and submit it along with supporting documents on the [IATA Customer Portal](#).

**IATA Customer Portal Instructions:**

**Link:** [www.iata.org/cs](http://www.iata.org/cs)

**Registration:** you must [register](#) in order to have access

**Login:** Once logged in, follow below instructions to [create a case](#):

1. Click on Contact Support
2. Click on Create Query
3. For "Topic", select "Accredited Travel Agent"
4. For "I need help with", select "TIDS – Travel Industry Designator Service"

**Note:** Remember to attach supporting documents with the completed application form

**Applicable Fees:**  
(Fees subject to change)

Refer to the fee schedule on page 5 of this form

**Form of Payment:**

Once your application is accepted, IATA will contact you by email to submit an **Online Payment**.



### **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/her to represent him/herself 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 for the remaining period of the calendar year in which the application has been granted. All the TIDS memberships will be subsequently renewed on an annual basis, based on calendar year. A renewal fee will be billed each year in October for the following year. 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, the fees referred in paragraph 4 will not be refunded.
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, the fees referred in paragraph 4 will not be refunded. 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.



**Fee Schedule**

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

1. Canada	<b>QC:</b> CAD 379.42 (includes 5% GST & 9.975% QST) <b>NB, NL, ON:</b> CAD 372.90 (includes 13% HST) <b>PE:</b> CAD 376.20 (includes 14% HST) <b>NS:</b> CAD 379.50 (includes 15% HST) <b>Other provinces:</b> CAD 346.50 (includes 5% GST)
2. Latin America, The Caribbean and Bermuda	USD 200
3. Europe	CHF 200
4. Africa & Middle East	CHF 200
5. Asia Pacific	<b>Singapore Applicant only:</b> USD 310.30* <b>Other countries:</b> USD 290**
6. Australia	<b>AUD 305.15***</b>
7. North Asia (People's Republic of China, Chinese Taipei, Hong Kong & Macau)	<b>USD 200</b>

\*) Includes Admin fee USD 15 + 7% GST

\*\*) Includes Admin fee USD 15

\*\*\*) Includes Admin fee AUD 14.35 + 10% GST