

REQUIREMENTS FOR JOINING BSP POLAND

FOR THE AIRLINE REGISTERED IN A EUROPEAN UNION COUNTRY

I / Provide BSP Poland with copy of Your Airline's most recent **registration document** of any EU country. This document should be confirmed by Polish Embassy or Consulate and Polish translation (by a certified translator) should be also provided. This document should contain details of your company's commercial activities and name of the person authorized to represent Your Airline. **Operating Licence** issued by Civil Aviation of Poland is accepted as equivalent of your company registration document.

II / Resulting IATA Reso 850 and according to IATA internal instruction Airline is obliged to establish it's bank account in country where it applies and to deliver **Banking Instruction** according to the following items:

a/ Banking Instruction must be provided in writing to BSP Poland office (copy to Airline's local manager), on Airline's letterhead at least 15 days in advance and receipt acknowledged in writing by BSP Poland to the signatories of the instruction.

b/ Banking Instruction must be signed by two (2) senior officers at the Airline's Head office, at least one (1) of which must be:

- Chief financial officer, or the
- Head of Treasury or Cash Management Department

c/ Airline must designate a beneficiary bank account in the name of the Airline

d/ Airline must provide a certified copy of the original Power of Attorney for both signatories

e/ both - Banking Instruction and Power of Attorney must be confirmed and signed by your notary and Polish Embassy; legalized translation into Polish also has to be provided.

Airline may also choose IATA Currency Clearance Service (ICCS) for transferring payments. Then the appropriate template will apply and such request must be received through ICCS.

III / Joining Fee of USD 15.000 will be paid by the Airline to Citibank in Warsaw before entering into BSP Poland.

If the Airline **is not Electronic Ticketing** compliant it **cannot join** BSP Poland.

IV / Joining Airline should also provide us with the **following information**:

1/ Airline full name, alphabetical and numeric codes including check digit

2/ Head Office address, BSP contact tel. and fax Nos and address for Invoices, which will be issued by BSP Poland

3/ Your Airline's EU VAT number

4/ Name and address of person in charge of BSPlink to receive passwords for BSPlink (please note that ticketing authority is granted to the agents by each individual Airline using BSPlink feature)

5/ Estimated annual sales volume (net amount) and expected number of tickets in order to establish Local Management Fee for Your Airline

6/ Details of contact person for agents in Poland

We would like to inform you also that besides standard Billing outputs there are the following products available in BSP Poland:

a/ BSPlink Enhanced Version

b/ HOT (Hand of Tape) - iiNET address is required for sending files

c/ MSA (Market Share Analysis)

d/ Daily Credit Card Invoicing including UATP through ATCAN

Kindly decide which products you would like to order.

7/ BSP Poland will provide your Airline with Operational Calendar.

FOR THE AIRLINES REGISTERED OUTSIDE THE EUROPEAN UNION

I/ Airline is obliged to obtain Sales Rights (including the network of IATA Agents in Poland) from Polish Civil Aviation Office.

For you information Civil Aviation Office address is: 2 Marcina Flisa Street, 02-247 Warsaw, phone: +48/22/520 74 35 or 520 74 36, fax: +48/22/520 74 38, e-mail: kancelaria@ulc.gov.pl and the Internet address is: www.ulc.gov.pl/

Remaining requirements are the same as for the Airlines registered in EU - items II to IV.

FOR THE AIRLINES APPLYING THROUGH IBCS

Depending on whether the Airline is registered in EU country or outside, it must follow the above requirements and IBCS requirements as well.

Items III and IV.6 of the above requirements are not mandatory.

The remaining points are to be fulfilled by the Airline.

If you have any additional questions please contact Grazyna Laskowska of our office.

Her e-mail address is: laskowskag@iata.org and telephone number: (4822) 625 50 46