



“Beneficiary bank account” – Guidelines and Form

In order for an addition or change to a beneficiary bank account, the following procedures must be followed:

Section A is applicable to all cases where the local requirements and/or the banking agreement dictate that the changes to beneficiary accounts must be communicated by the Participants directly **to the ISS Manager**.

All requests:

- a) Must be provided in writing by the Participant to the ISS Manager, with a copy to the Participant’s local manager, on the Participant’s letterhead at least 15 days in advance, and receipt acknowledged in writing by the ISS Manager to the signatories of the instruction.
- b) Must be signed by two (2) senior officers at the Participant’s head office, at least one (1) of which must be the:
 - Chief Financial Officer, or the
 - Head of Treasury or Cash Management Department
 - OR, any authorized signatories as per the airline’s mandate (Example: CEO)
- c) Must designate a beneficiary bank account either in the name of the Participant, or its GSA or another IATA bank account (e.g. an ICCS bank account).
- d) As long as all the requirements described in paragraphs A (a), A (b) & A (c) are met, the ISS Manager is entitled to assume that these instructions are legitimate and accept them for implementation.
- e) The form should be attested by one of the following:
 - Signatures authenticated by the bank (like a certified check stamp)
 - Stamped by the legal department of the airline HQ
 - Provide “Power of Attorney” from governmental authorities

A template for Participants’ instructions on beneficiary accounts is embedded in this document.



Section B is applicable to all cases where the local requirements and/or the banking agreement dictate that the changes to beneficiary accounts must be communicated by the Participants directly **to the Bank**.

All requests:

- a) Must be provided in writing by the airline to the Bank on the Participant's letterhead at least 15 days in advance.
- b) Must comply with the conditions required by the Bank (e.g. be signed by an authorized signatory kept on file with the Bank).
- c) Must designate a beneficiary bank account either in the name of the Participant, or its GSA or another IATA bank account, the account should be a local bank account or an ICCS account