

## BSP PARTICIPATION JOINING FORM – AIRLINE

Thank you for your interest in expanding your IATA BSP participation.

Please complete in full and return this application form signed to your Customer Services of the BSP in question for processing.

Note: A Glossary of Terms is provided at the end of the document.

1. Airline Information	
Legal Name of Carrier	
Trade Name of Carrier	
Airline Designator (2 digit alphanumeric code)	
Airline Accounting Code (3 digit code plus check digit)	
VAT Registration No.	
Tax-No.	
Is the Carrier a member of IATA? If yes, please provide joining date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Country Manager	
Local Address	
Local Telephone Number (with country code)	
Local Fax Number (with country code)	
Country Manager e-mail Address	
Sales /Marketing Contact Person & Title	
Direct phone of Contact (with country code)	
E-mail address of Contact	
Finance / Administration Contact Person & Title	
Direct phone of Contact (with country code)	
E-mail address of Contact	
Carrier representation in the BSP Country?	<input type="checkbox"/> Local Airline Office <input type="checkbox"/> GSA <input type="checkbox"/> Handled from HQ
GSA legal name	
GSA Contact person name:	
GSA Telephone Number (with country code):	
GSA e-mail Address:	
GSA Address:	

2. Information required by the BSP	
Please specify the BSP (or countries within a BSP) your Airline wishes to participate in (one form per BSP):	
Desired BSP commencement date:	
Type of membership desired by Carrier? I	<input type="checkbox"/> Full <input type="checkbox"/> IBCS
If IBCS, please indicate the name of the IBCS Consolidator	
Which GDS (s) are authorized for ticketing in this country/operation?  <b>(note! Used for Ticketing Authority updates)</b>	<input type="checkbox"/> Amadeus <input type="checkbox"/> Galileo <input type="checkbox"/> Sabre <input type="checkbox"/> Worldspan <input type="checkbox"/> Farelogix <input type="checkbox"/> _____
Please indicate the estimated number of annual SCUs (Standard Transaction Unit) for current year.	
Domestic Flights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Open Commission Scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Product Subscriptions (more information in the "Glossary" of this form)	
Does your Airline wish to receive HOT files?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please specify: a.) Frequency of HOT files b.) Delivery format	<input type="checkbox"/> Daily <input type="checkbox"/> per Period <input type="checkbox"/> Monthly <input type="checkbox"/> iiNET <input type="checkbox"/> BSPlink <input type="checkbox"/> ASD (China) <input type="checkbox"/> Other
iiNet Airline's recipient code / box number (if applicable):	
If <b>Other Delivery format</b> , please provide details:	
<b>BSPlink</b> : What BSPlink access level does your Airline require?	<input type="checkbox"/> Enhanced <input type="checkbox"/> Basic <input type="checkbox"/> HOMU (Head Office Main User)
<b>ICCS</b> : Does your Airline wish to join ICCS in this market (if available)? (ICCS: IATA Currency Clearance Service)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Net Remit</b> : Does your Airline wish to participate in any Net Remit scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Net Remit</b> : If YES, please contact IATA for details	

4. Credit Card Processing Information	
Does your Carrier accept Payment Cards for BSP ticket issuance by agents?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Which Card brand does the Carrier accept for BSP ticket issuance?</p>	<p><input type="checkbox"/> Visa (VI)      <input type="checkbox"/> American Express (AX)    <input type="checkbox"/> UATP (TP)</p> <p><input type="checkbox"/> Diners (DC)    <input type="checkbox"/> Mastercard (CA)</p> <p><input type="checkbox"/> Other (pls. specify) _____</p> <p><input type="checkbox"/> Other (pls, specify) _____</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>			
<p>Does the Carrier wish to join BSP Electronic Credit Card Billing Scheme (ECCB), where BSP produces c card clearing files and forwards them to your Acquirer or processor?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="text-align: center;"><b>Note! if NO, card clearing files will be sent to the Airline which has then the responsibility to pass them to its acquirer or processor</b></p>			
<p>If yes, please provide Merchant number for each card brand accepted and the name of your acquirer or processor to which BSP shall send the data for your card sales:</p>	<p><b>Card Brand</b></p>	<p><b>Merchant Category Code (MCC)</b></p>	<p><b>Merchant Number</b></p>	<p><b>Name of Acquirer or Processor</b></p>
	VISA	VI		
	American Express	AX		
	Diners	DC		
	Master Card	CA		
<p><b>Agency Data:</b> If possible, should Agency Data be included in the card sales file to the Acquirer? (possible reduction of merchant fee)</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>			
<p><b>Itinerary:</b> If possible, should Itinerary data be included in the credit sales file to the Acquirer? (possible reduction of merchant fee)</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>			
<p>If Carrier prefers to handle card sales clearance outside the ECCB, pls specify preferred delivery method for receiving card clearing files?</p>	<p><input type="checkbox"/> iiNet      <input type="checkbox"/> BSPlink      <input type="checkbox"/> ASD (China only)</p>			

**5. Bank Mandate**

Please follow the attached instructions and use the provided Bank Mandate template on your Airline's letter head paper with appropriate signatures to provide IATA with your beneficiary bank account details

Bank Authorization

Note: Bank Mandate may differ in each BSP country (Local DE form attached)

**For and on behalf of the Airline applying to participate in the BSP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (in block capitals)

\_\_\_\_\_  
Title (in block capitals)

\_\_\_\_\_  
Date and Place

## **Glossary of Terms**

### **IATA Credit Card Services**

The IATA Credit Card Services links to numerous IATA BSPs for collection of the local card transaction information. This local information is then consolidated and delivered to an airline's settlement providers - including American Express, Diners Club International, Visa and MasterCard acquirers (including IATA CardAXS), and ATCAN (for UATP). Alternatively the global file can be delivered directly to an airline's accounting system, for the airline to manage onward delivery to settlement providers.

Using IATA Credit Card Services enables an airline to create a single file of global credit card sales and deliver those sales to international settlement providers, realizing all of the benefits of central management of card sales.

The IATA Credit Card Services comprises of two distinct products: IATA Card Clear and IATA CardAXS. For further information of the benefits and contact details, please visit the following web page: [www.iata.org/card-services](http://www.iata.org/card-services).

### **HOT (Hand-Off Tape) file**

Upon request by a BSP Airline, the data processing centre will prepare the issued ticket transaction data in the form of electronic media called Airline Accounting/Sales Data (Hand-off Tape-HOT). This contains all accountable transactions from all Agents in a BSP, for each set period, for each BSP Airline.

### **iiNet**

This is a method of file transfer and is the most comprehensive, flexible and reliable electronic data exchange and data distribution service available. More details can be found on: [www.iata.org/iinet](http://www.iata.org/iinet)

### **BSPlink**

BSPlink is the global interface for travel agents and airlines to access the IATA Billing and Settlement Plan (BSP). It is a system that automates the processes between Airline and Agents by providing secure access to file download and other features 24 hours a day, 7 days a week. An airline can authorize and process refunds, issue ADMs and ACMs, manage Ticketing Authorities and access BSP billing reports and online sales reports - all via BSPlink!

BSPlink Enhanced and Head Office Main User access brings a lot of extra functionality to airlines facilitating daily BSP operations. Click here for more information regarding the BSPlink: [www.iata.org/bsplink](http://www.iata.org/bsplink)

Access to BSPlink through [www.bsplink.iata.org](http://www.bsplink.iata.org)

### **ASD(Air Service Desk) (China)**

ASD is an industry interface for the community including travel agents, airlines and IATA partners to access IATA IDFS business in China. It is a system that automates the processes by providing secure access to file exchange and other features 24 hours a day, 7 days a week.

Airlines and agents can communicate online and get the business notices timely from mail and SMS. An airline can authorize and process refunds, issue ADMs and ACMs, manage Ticketing Authorities and access BSP billing reports and online sales reports. An agent can cooperate with Airlines, IATA, DPC in terms of TKT application, V-MPD, Refund...etc.

Furthermore, ASD is IATA owned software serving airlines free of charge in BSP China.

[www.iata-asd.com](http://www.iata-asd.com)

### **IBCS - IATA BSP Consolidator System**

The IATA BSP Consolidator System (IBCS) is a partnership between IATA and General Sales Agents' (GSA) organizations that have a global reach. IBCS provides an alternative for airlines in BSPs in marginal markets, by allowing BSP membership on a variable cost basis.

The IBCS system complements the normal BSP participation model. It allows both large and small carriers with lower volumes in a particular BSP market to gain the benefits of a BSP, but without the comparatively high upfront joining fee. The offset is a higher processing fee for each transaction.

[www.iata.org/ibcs](http://www.iata.org/ibcs)

### **ICCS - IATA Currency Clearance Service**

**Simplifying the business of airline treasury.**

ICCS is **the global cash management service** that enables airline Treasurers to centrally control and repatriate their world-wide sales funds. It is currently used by over 260 airlines of varying sizes and had a throughput in 2009 of USD 23.3 billion.

[www.iata.org/iccs](http://www.iata.org/iccs)