

IATA Currency Clearance Service (ICCS)
Simplifying the Business of Airline Treasury

Frequently Asked Questions – FAQ’s

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ICCS BSP/CASS Form Procedures

How can I implement ICCS in a specific country?

In order to add ICCS to new countries the forms must be downloaded from the ICCS Members Page: www.iata.org/iccs-users

You will need to **register first**, on the right side of the website, registration (external users only).

The screenshot shows the IATA Currency Clearance Service (ICCS) website. The main heading is 'IATA Currency Clearance Service (ICCS)'. Below it, there is a section for 'IATA Currency Clearance Service Members'. The page includes a navigation menu with options like 'About Us', 'Membership', 'Work Groups', etc. A sidebar on the left lists 'Solutions', 'Financial Services', 'IATA Currency Clearance Service (ICCS)', 'How ICCS Works', and 'ICCS Members'. On the right, there is an 'ADVERTISE HERE' box and a 'Private Site' section with links for 'Login (external users)', 'Registration (external users only)', and 'Login (IATA Staff)'. A red arrow points to the 'Private Site' section.

The Account Manager will then be notified and approve your access request. Then go to the **ICCS Forms tab**, under icon **BSP/CASS forms** and select the appropriate form. You will need the form `bspcass_all_other_countries.xls` and then select your airline and the country(ies) you need. Certain BSPs have separate forms which is easily visible in the right hand menu:

The screenshot shows the 'ICCS BSP-CASS Forms' page. It includes a list of forms for download, such as 'bsp_nigeria', 'STOP', 'bspcass_all_other_countries', 'cass_china_eur_usd', 'bspcass_thailand', 'bspcass_philippines', 'bspcass_peru', 'bspcass_bolivia', 'bspcass_all_other_countries', 'bsp_malawi', 'bsp_india', 'bsp_china', 'bsp_india_instructions', and 'bsp_india_sample_form_b'. A red arrow points to the 'bsp_india_sample_form_b' link. The page also contains instructions for adding a country to ICCS usage and contact information for the ICCS.

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The BSP/CASS Form will look as following:

It is important to follow the guide on the first sheet to ensure form will be properly completed and also avoid delays due to a rejection of the form.

Microsoft Excel - bspcass_all_other_countries.xls

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Places Check In Check Out

139 fx

	A	B	C	D	E	F	G	H
10								
11		FROM:	EVA AIRWAYS BR - 695				← click for dropdown menu	
12								
13		DATE:	03-Sep-12					
14								
15		Standard Instructions						
16								
17		Following our membership of the ICCS and our decision to use it for						
18								
19			BSP Peru				← click for dropdown menu	
20								
21		we hereby attach our Standard Instructions to you, until further notice. Please note that all						
22		receivables proceeds should be paid in the following currency to the below account:						
23								
24		Beneficiary:	EVA AIRWAYS BR - 695					
25								
26		CURRENCY (mandatory):	_____					
27								
28		IBAN (account number):	_____					
29								
30		Bank Name:	_____					
31								
32		SWIFT:	_____					
33								
34		ICCS Account Participant ID (mandatory):	_____					
35		(e.g. XBEUR, XBLON)						
36								
37		Your confirmation as to their acceptance should be conveyed to the Officer designated therein.						
38								
39								
40		Signed By						
41								
42		Name:	_____	Signature:	_____			

Page 1

GUIDE BSPCASS FORM/

Draw AutoShapes

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How can I stop ICCS in a specific country?

As per the previous question, Stop form can be downloaded from the ICCS Member Page as well, you will find them under the same section **under icon BSP/CASS forms**:

IATA Currency Clearance Service

Welcome KHATTABI Lamya

IATA Currency Clearance Service > ICCS Forms > Pages > ICCS BSP-CASS Forms

ICCS BSP-CASS Forms

Please find below the forms to add a country to your ICCS usage.

- Select the .XLS file for the country you are interested in (either China, India, Malawi, Nigeria, Peru, Philippines, Thailand, or all other countries) and open the file.
- Save the file to your desktop.
- You will be able to modify all areas in **red**.
- Choose your airline name from the dropdown list on row 11.
- Choose the BSP/CASS country of interest from the dropdown list on row 19.
- Input the currency in which you wish to be paid by ICCS in row 26.
- Input the bank account details of the airline account that ICCS should pay funds to in rows 28 to 32 or the ICCS Account Participant ID Code (e.g. XBEUR, XBPAN) in row 34, which is based on the two-letter code of your airline. This is the airline account information to which ICCS will pay funds.
- All pages must be printed on airline letterhead.
- All pages must be signed by the same authorised signatories that are on file with ICCS.
- Send the forms both by email to khattabil@iata.org and post to the attention of:

ICCS
International Air Transport Association
33, Route de l'Aéroport
1215 Geneva 15 Airport
Switzerland

Special note for INDIA: There are special instructions/requirements if you wish to use ICCS in India which are set out in the pdf. file below.

For any forms to add/change bank accounts or signatories, add users to CitIDirect, or add countries to Accelerated ICCS, please contact khattabil@iata.org

Please address any questions to khattabil@iata.org

Type	Name
	bsp_nigeria
	STOP
	bspccass_all_other_countries
	cass_china_eur_usd
	bspccass_thailand
	bspccass_philippines
	bspccass_peru
	bspccass_bolivia
	bspccass_all_other_countries
	bsp_malawi
	bsp_india
	bsp_china
	bsp_india_instructions
	bsp_india_sample_form_b

+ Add document

It is important to note, the ICCS Stop form is one of the steps to be completed to change to local settlement. The member must also ensure to complete the local BSP form to finalize this change.

Microsoft Excel - STOP bspccass_all_other_countries.xls

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(On official letter head)

TO: **IDFS Manager BSP China**
 COPY: **Account Manager, Cash Management Services, IATA Geneva**

FROM: **JAPAN AIRLINES INTL Co LTD JL - 131**

DATE: 03-Sep-12

SUBJECT: Settlement Instruction to STOP ICCS

Dear Manager Remittance and Settlement,

This document is our formal instruction to **STOP remitting** all settlement amounts due to:

JAPAN AIRLINES INTL Co LTD JL - 131
 from
BSP China

This instruction is effective from and including the settlement on the next possible settlement date and in respect of each settlement of the BSP/CASS thereafter.

In addition, **please STOP** the notification of the BSP/CASS Settlement Balances due to or from the airline to the IATA ICCS Department.

We acknowledge and agree that this instruction is limited to the physical transfer and/or conversion of funds by IATA to our designated head office bank account. All related tax and reporting obligations to local authorities will remain our sole responsibility and

GUIDE BSP/CASS FORM