



## **Terms and Conditions of IATA Clearing House Membership**

IATA Member Airline

Membership of the Clearing House is open to IATA Members on a voluntary basis unless the applicant for membership in the Clearing House is using the operating licenses and assets of a suspended Member, or of a former Member, whose membership in the Clearing House has been terminated, without having settled all amounts owing by such Member, or former Member, to the Clearing House, and:

- (i) application for membership by IATA Members shall be made on the Form of Application for Membership set out in PART 1 below; **and**
- (ii) each IATA Member of the Clearing House shall:
  - (A) provide to the Clearing House a list of its Subsidiaries for which it provides Billing services under its airline code; and
  - (B) notify the IATA Clearing House immediately in the event that it holds less than one half of the voting shares or less than one half of the ordinary share capital in any of its Subsidiaries.



## Checklist of requirements for IATA Clearing House Membership

IATA Member Airline

- Participation in Simplified Invoicing and Settlement (SIS). Information available at:**  
<https://www.iata.org/services/finance/sis/Pages/airlines.aspx>  
**Please provide:**
- ✓ Signed ISPA
  - ✓ Super User document

**PART 1; IATA Member Airline Application for membership to the IATA Clearing House**

**PART 2; Company's bank account details**

Banking instructions include the details with regards to bank name, bank branch, account number etc. Two (2) signatures are required for initial set up. Banking Signatories for this purpose are;

- a) **Chief Financial Officer; and**
- b) Company Secretary; or
- c) Chief Executive Officer; or
- d) General Counsel; or
- e) Board Member or Senior officer mentioned by name and position in an official company document such as an annual report.

**PART 3; Contact information for your company**

**IATA Currency of Clearance and Settlement – Form attached**

**Standing Deposit Account**

As per IATA Clearing House Manual Regulation 41(a) – The IATA Clearing House requires that a standing deposit of USD5,000 be deposited to the IATA Clearing House Standing Deposit account. All relevant details regarding IATA Clearing House Standing Deposit account are as follows.

**Please note that once the relevant ICH Membership documents have been received the ICH Membership Manager will dispatch an invoice concerning the Standing Deposit.**

BARCLAYS BANK PLC  
1 Churchill Place  
LONDON, Greater London  
E14 5HP  
United Kingdom  
SWIFT Code: BARCGB22  
Sort Code: 200000  
Bank Account: 69045011  
IBAN: GB19 BARC 2000 0069 0450 11  
Beneficiary: IATA CLEARING HOUSE

**VAT or GOVERNMENT TAX IDENTIFICATION NUMBER**

**INTEGRATED SETTLEMENT - FEE INVOICING SCHEDULE**



## IATA CLEARING HOUSE FORM OF APPLICATION IATA MEMBER AIRLINES

1. Name of Organisation: (hereinafter called the Applicant)

Address:

E-mail:

hereby apply to join the IATA Clearing House with effect from:  
for a minimum period of 12 months.

### CURRENCY OF CLEARANCE

2. Currencies of Clearance for invoicing between Members the USD, GBP and Euro. Each Member shall choose any one of these currencies accepted by the Clearing House Manager for Clearance and shall notify the Clearing House Manager of that choice: such notice shall remain in effect for at least twelve (12) months. A Member may from time to time change its chosen currency by giving three (3) months written notice to the Clearing House Manager, provided that such notice of change of currency shall remain in effect for at least twelve (12) months. The Clearing House Manager shall promptly notify all Members of the selected currency of Clearance and changes thereto.

### STANDING DEPOSIT

3. The Applicant undertakes to remit on demand an initial contribution to the Standing Deposit Account of USD5,000 and such additional contributions as may be requested from time to time by decision of the Director General in consultation with the Financial Committee.

### REGULATIONS

4. The Applicant agrees that the Regulations (of which a copy is attached hereto) in their present form or as they may from time to time be altered or amended and all rules or directions from time to time made or given in pursuance thereof shall be binding on the Applicant and shall be deemed to constitute a contract between the Applicant and IATA and every other member for the time being of the Clearing House.



**PRE-MEMBERSHIP DEBTS**

5. The Applicant agrees that members of the Clearing House may include in the second clearance in which the Applicant participates their unpaid claims against the Applicant referring to pre-membership transactions, unless otherwise agreed between the Applicant and the member having the claim.

**INITIAL APPLICATION FOR MEMBERSHIP**

Two signatures are required. Authorised officers for this purpose are:

- a) Chief Financial Officer (CFO);
- b) Company Secretary;
- c) Chief Executive Officer (CEO);
- d) General Counsel;
- e) Board member on IATA's records; and
- f) Any current senior officer who is mentioned by name in his or her company position in an official company document such as an annual report.

These form the ultimate approval authorities for any actions with regard to the ICH.

---

(Signature)

Title:

Name:

Date:

---

(Signature)

Title:

Name:

Date:



The member banking details are to be used by the IATA Clearing House for the purpose of making payment to a member that is in a receiving position "Balance Due from ICH" once a clearance period has been finalized.

Bank Name	
Bank Address	
City	
State	
Postal code	
Country	
Bank Account	
Sort # / ABA	
SWIFT	
IBAN <i>(for EUR and GBP)</i>	
Routing / Bank Code	
Branch / Transit	
Beneficiary Name	
<i>Intermediary Bank (optional)</i>	
<i>Bank Name</i>	
<i>Account Number</i>	
<i>SWIFT</i>	

1 \_\_\_\_\_  
(Signature)

2 \_\_\_\_\_  
(Signature)

Title: Chief Financial Officer

Title:

Name:

Name:

Date:

Date:

**IATA Clearing House - List of additional individuals authorised to amend Member bank account details**

**Member name:**  
**Account code :**

*Attach copy of ID or Passport for each authorised signatory*

Name	Title	Signature	Passport copy attached?

Approval signatures

\_\_\_\_\_  
 Chief Financial Officer

Name:

Date:

\_\_\_\_\_  
 Title:

Name:

Date:



### **IATA Clearing House - Primary Contact**

ICH Primary Contacts will receive copies of all ICH communications including Circulars, system changes, requests for information or confirmation, and acknowledgements of changes to instructions and officers, and:

- (a) If there is one Primary Contact, such Primary Contact is to be nominated by those two signatories of this application form; **and**
- (b) If the nominated Principal Contact is the CFO, a second Principal Contact must also be nominated.

### **Nominated ICH Primary Contact**

Salutation:	
Name:	
Position:	
Address:	
Address:	
Telephone:	
Fax:	
E-Mail:	

### **Second ICH Primary Contact**

**(only required if the above nominated ICH Primary Contact is also CFO)**

Salutation:	
Name:	
Position:	
Address:	
Address:	
Telephone:	
Fax:	
E-Mail:	



### **IATA Clearing House – Financial Contacts**

Each Company should have two (2) designated Financial Contacts to allow the ICH Finance team to have a point of contact in case of issues relating to payment or settlement with the ICH.

#### **Primary Financial Contact**

Salutation:	
First Name:	
Last Name:	
Position:	
Telephone:	
Fax:	
E-Mail:	

#### **Secondary Financial Contact**

Salutation:	
First Name:	
Last Name:	
Position:	
Telephone:	
Fax:	
E-Mail:	

VAT / GOVERNMENT TAX IDENTIFICATION NUMBER: \_\_\_\_\_





### IATA Clearing House – System Notifications

The ICH system sends the following notifications;

- (a) Advice Day Message – contacts receive the balance due to or due from ICH for the current clearance period.
- (b) Claim Confirmation – contacts receive a confirmation of the claim submission amount for the current clearance period.
- (c) Clearance Initialization – contacts receive a notice of when the next clearance period is open.

### Contacts for system notification messages

Contact 1		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Contact 2		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Contact 3		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Note: Following initial set up of contacts by the ICH, changes will be managed by the Member in SIS



## IATA Clearing House – Currency of Clearance Selection

### ICH Manual Regulation 13

The Clearing House standard currencies of Clearance (and, for the avoidance of doubt, for invoicing between Members), shall be the USD, the GBP and the EUR. Each Member shall choose any one of standard these standard currencies or such other currency as may be accepted by the Clearing House Manager for Clearance from time to time, and shall notify the Clearing House Manager of that choice; such notice shall remain in effect for at least twelve months. A Member may from time to time change its chosen currency by giving three months prior written notice to the Clearing House Manager, provided that such notice of change of currency shall remain in effect for at least twelve months. The Clearing House Manager shall promptly notify all Members of the selected currency of Clearance and changes thereto.

### Currency of Clearance (SELECT ONE)

GBP Currency of Clearance (Zone A)

USD Currency of Clearance (Zone B)

EUR Currency of Clearance (Zone D)

### ICH Manual Regulation 14

Clearances shall be effected in USD, except that Clearance between Members who have both chosen GBP or EUR under Regulation 13 shall be in GBP or EUR respectively as applicable. All claims will be submitted by Members in the applicable currency of Clearance. Members may choose a currency of Clearance other than USD, GBP or the EUR as may be agreed and made available by the Clearing House from time to time, the Clearing House to charge such Members a service fee in that regard.

Table of Clearance Currency

Zone of Billing Member	Zone of Billed Member		
	A	B	D
A	GBP	USD	USD
B	USD	USD	USD
D	USD	USD	EUR

#### Note:

Miscellaneous charges not billed in the applicable Currency of Clearance (in local currency) shall be converted to the applicable Currency of Clearance using the applicable Five Day Rates. See ICH Manual Regulation 16 for more details.

## IATA Clearing House Currency of Settlement Selection

### ICH Manual Regulation 18

Currencies of settlement are the currencies in which Members are required to settle balances due by them to the Clearing House, or in which they receive settlements from the Clearing House of balances due to them. The currencies of settlement (subject to Regulation 19) are USD, GBP, EUR, and any other currency as may be accepted and made available by the Clearing House Manager from time to time under Regulation 14, applicable as follows: Settlements by or to such Members will normally be made in the applicable currency of Clearance. Any Member may, however by giving three months prior written to the Clearing House, choose USD, GBP EUR, or any other currency as may be accepted and made available by the Clearing House Manager from time to time under Regulation 14 as the currency of settlement for its transactions. Such notice shall remain in effect for at least twelve months.

If the **GBP** (Zone A) has been selected as the Currency of Clearance above the following three options are available for the Currency of Settlement (**SELECT ONE**):

**Entirely in GBP**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone B, C and D in USD would be converted into GBP using the exchange rate on Advice Day and Zone A GBP would remain the GBP amount submitted into clearance, therefore arriving at one GBP payable or receivable amount.

**Entirely in USD**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zones B, C and D in USD remain the USD amount submitted into clearance and Zone A GBP would be converted into USD on ADVICE DAY, using the exchange rate on Advice Day, therefore arriving at one USD payable or receivable amount

**In GBP with respect to balance with other Zone A members and in USD with respect to all other zones**; therefore amounts submitted into clearance (in the currency of clearance) would be settled exactly as reported, thus is arriving at one USD payable or receivable amount and one GBP payable or receivable amount

If the **USD** (Zone B) has been selected as the Currency of Clearance above the following three options are available for the Currency of Settlement (**SELECT ONE**):

**Entirely in USD**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B, C and D in USD be remain as reported in USD therefore arriving at one USD payable or receivable amount

**Entirely in EUR**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B, C and D in USD would be converted into EUR using the exchange rate on Advice Day, therefore arriving at one EUR payable or receivable amount

**In EUR and USD; amount submitted into clearance in USD for a specific Group (A, B, or D) for which your company wishes to receive EUR**, the USD amount would be converted to EUR on ADVICE DAY, using the banking rate of the day, thus is arriving at one USD payable or receivable amount and one EUR payable or receivable amount.

If the **EUR** (Zone D) has been selected as the Currency of Clearance the following three options are available for the Currency of Settlement (**SELECT ONE**):

**Entirely in EUR**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B and C in USD would be converted into EUR using the exchange rate on Advice Day and Zone D EUR would remain the EUR amount submitted into clearance, therefore arriving at one EUR payable or receivable amount.

**Entirely in USD**; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zones A and B in USD remain the USD amount submitted into clearance and Zone D EUR would be converted into USD on ADVICE DAY, using the exchange rate on Advice Day, therefore arriving at one USD payable or receivable amount

**In EUR with respect to balance with other Zone D members and in USD with respect to all other zones**; therefore amounts submitted into clearance (in the currency of clearance) would be settled exactly as reported, thus is arriving at one USD payable or receivable amount and one EUR payable or receivable amount



## Integrated Settlement - Fee Invoicing Schedule

### Simplified Interline Settlement

Signatories to the Integrated Settlement Participation Agreement (ISPA) are subject to the fees outlined in [Attachment A](#) of that agreement for their participation and use of the Simplified Interline Settlement service.

The following schedule will be followed in regards to invoicing for the service.

Quarter	Annual IS Flat Fee	IS Transaction Fee
1 <sup>st</sup> Quarter Fees	P4 January	P4 April
2 <sup>nd</sup> Quarter Fees	P4 April	P4 July
3 <sup>rd</sup> Quarter Fees	P4 July	P4 October
4 <sup>th</sup> Quarter Fees	P4 October	P4 January

### IATA Clearing House

Pursuant to Regulation 40 (b) and Procedure 11, service fees will be assessed against ICH participants whenever applicable

The following schedule will be followed in regards to invoicing for:

Fees	Collection Period
Fixed	P4 January
Variable 1 <sup>st</sup> Half	P4 July
Variable 2 <sup>nd</sup> Half	P4 January (the following year)
Late Reporting 1st Quarter	P1 April
Late Reporting 2 <sup>nd</sup> Quarter	P1 July
Late Reporting 3 <sup>rd</sup> Quarter	P1 October
Late Reporting 4 <sup>th</sup> Quarter	P1 January (the following year)