



GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR ACCREDITATION AS AN IATA PASSENGER SALES AGENT

Section 1 – Identification of Agency Location for which approval is requested

- 1.1. Complete the **full** legal name i.e., the same name legally registered, including corporate status (e.g. Ltd., SA., GmbH, etc.). Sole owners and partners should enter their complete personal names in this section (DO NOT USE INITIALS AND/OR ABBREVIATIONS).
- 1.2. Complete the trading or commercial name(s) if any. Corporate status designators (Ltd., GmbH, etc.) must not be added, as they cannot form part of a trading name.
- 1.3. Complete the street address (including postal code) where the premises are located, plus telephone, telefax numbers, e-mail and website addresses of the office for which the application is being requested. If applicable, Include the mailing address.
- 1.4. Complete fields 1.4.1, 1.4.2 and 1.4.3 of this section only if registering a company in your country is a legal requirement.
- 1.5. Complete the date on which the office opened for business. It may differ from the answer given in 1.4.2.

Section 2 – General information

- 2.1 Complete sub-section 2.1.1 by "Yes" only if the application concerns a Head Office location. If the Agent's principal office is merely an Administrative Office, any other location for which approval is sought will be listed as a Branch Office (provided it is a part of the same legal entity). Sub-section 2.1.2.1 requires details of the Agent's principal office (Head Office or Administrative Office) if the application is for a branch office. If the principal office is an Administration Office (AO), the IATA numeric code should be left blank by the applicant. The legal name entered here should be identical with the legal name recorded under Section 1.1.
- 2.2 Complete the type of legal entity under which it has been established.
- 2.3 To be completed only if the Agency is owned by another company.

Section 3 – Financial information of business entity

Complete the amount shown as registered capital and/or paid-up capital. This should be the same as the one recorded in the agency's balance sheet.



Section 4 –Business entity of Agency

Sections 4.1 and 4.2 should be completed for unincorporated entities.

Section 4.3 should be completed for corporations and the financial interest (ie. shareholding) must equal 100%. In the case of a Branch Office application the same details must be the same as the details provided for the agents Head/Administration Office.

Section 5 – Details of Owners, Managers and Staff of Agency

- 5.1 Information on staff should be completed separately on the Agent's letterhead (not on the application form). Applicants should complete all details requested and attach copies of course certificates and letters/certificates of previous employment of the persons meeting the IATA staff criteria. Even if the owners of the agency have not been involved in the travel industry before, an outline of their current and previous occupations is required.
- 5.2 Complete one of the three sub-sections corresponding to the type of legal entity of the agency. The appropriate section must be completed with either a 'Yes' or 'No' response.

Section 6 – Premises of Agency Location for which approval is requested

- 6.2 Agents with premises located at an airport can only be approved in countries where Resolutions 814/818 apply (resolutions are available on www.iata.org/agenthome).
- 6.3 In reply to 6.3, the applicant should state whether there is an outside sign with the name of the agency or the office is identified only on a floor directory board.



Section 7 – Security of Traffic Documents and Airline Identification Plates

- 7.1 Indicate all access points to the premises of each approved location (i.e. windows and skylights shall be efficiently secured when the premises are not attended by authorised personnel of the Agent.)
- 7.2 This question is no longer applicable due to 100% ET.

Section 8 – Other information

- 8.1 If the agent is acting as General Sales Agent (GSA) for an IATA Member airline, the application cannot be processed, unless it is the applicant's intention to give up the General Sales Agent (GSA) appointment prior to the date of IATA approval.
- 8.2 Enter the manager and senior staff of the agency who are authorised to sign on behalf of the legal entity.
- 8.3 Submit a statement of the Agency's current international air passenger transportation sales using the sheet attached to the application form.
- 8.4 IATA will use this sales estimation to calculate the amount of the bank guarantee, if required.

IMPORTANT

Signature The signatory must be authorised to act on behalf of the applicant (see Section 8.2). If this person leaves the Agency prior to approval, the application will become null and void.