AREA 1 • NORTH, CENTRAL, SOUTH AMERICA AND ENVIRONS
AREA 2 • EUROPE, MIDDLE EAST, AFRICA
AREA 3 • FAR EAST, AUSTRALIA, NEW ZEALAND, PACIFIC ISLANDS
Cargo Agent’s Handbook
Resolution 813—Latin America and the Caribbean
Edition 42

Effective 1 October 2019
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FOREWORD

IATA publishes the Cargo Agent's Handbook to communicate to the airfreight community Cargo Conference decisions governing industry procedures as well as information on relevant industry regulatory developments. The handbook thus provides the texts of the basic rules and regulations governing the trading relationship between IATA Cargo Agents and appointing Member Airlines. It also contains informative articles on topics of professional interest to Cargo Agents.

Governance Structure

The IATA Cargo Procedures Conferences consists of the Cargo Agency Conference (CAC) and the Cargo Services Conference (CSC). The governance structure of the IATA Cargo Procedures Conferences and their subgroups is illustrated in the following chart:

CARGO AGENCY CONFERENCE (CAC) IATA's Cargo Agency Programme facilitates Member airlines' working relationships with their appointed sales agents. Affording benefits to both airlines and agents, the programme provides agents with industry recognition of their financial and professional competence and airlines with a worldwide distribution network of approved agents to sell their products. The Cargo Agency Conference (CAC) works at strengthening industry capabilities, promoting industry reputation and enhancing commercial success for both airline, intermediary and agent participants.

CARGO PROCEDURES CONFERENCES MANAGEMENT GROUP (CPCMG) The CPCMG provides support and guidance in relation to the strategies determined by the Cargo Services Conference (CSC) and Cargo Agency Conference (CAC). It formulates cargo industry policies and monitors industry developments and priority issues and develops relevant industry solutions in response. The CPCMG also prioritises, assigns and monitors the activities of the various standing Conferences sub groups.
CASS CONSULTATIVE COUNCIL (CCC) is a local group to ensure full consultation between IATA and participating carriers with the national association(s) of cargo intermediaries (Forwarders and Agents), on the operation of the CASS-Export and CASS-Import. In particular, the CCC shall ensure that any enhancements or modifications to the CASS, which could affect the Intermediaries’ interests, are discussed in advance with the local cargo-intermediaries’ association whose members could be affected by the proposed changes.

CASS POLICY GROUP (CPG) The CASS Policy Group is responsible for providing policy direction and advice to IATA on CASS matters relating to its functional management and operation. The CPG provides a consultative forum for CASS between IATA and Member airlines. It formulates a global representation policy, develops a CASS country development plan, the CASS cost sharing formula and CASS pricing policy etc. The CPG consists of not more than 12 members appointed by the Cargo Committee (CC) based on written nominations submitted, for a period of two years. If a member misses two consecutive meetings of the CPG, his position on the Group is terminated.

IATA/FIATA CONSULTATIVE COUNCIL (IFCC) The IATA/FIATA Consultative Council (IFCC) was constituted to initiate, consider and make recommendations to the Cargo Agency Conference (CAC) and Cargo Services Conference (CSC) on issues affecting the Carrier/Agent relationship. The IFCC reviews all proposals, including those submitted by mail vote, made to the CAC to introduce new, or to amend existing, provisions of the Cargo Agency Rules. The IFCC’s actions are expressed as recommendations.

AIR CARGO PROGRAMME JOINT COUNCILS IATA has established Air Cargo Programmes in certain areas/countries. These Air Cargo Programmes are collaborative in nature with airlines and cargo agents (referred to as intermediaries). They are supported by Joint Councils. A Joint Council is responsible for developing, managing and marketing an Air Cargo Programme. It determines the objective criteria pertaining to financial standing, standards of staff competence, experience and knowledge of air cargo products, suitability of premises, suitability of cargo handling & processing equipment and products and services, for registration of intermediaries in the applicable area/country. The Joint Council has representation from both airlines and intermediaries as outlined in the relevant Resolution. The IATA Head of Cargo and FIATA-AFI Chairman serve on the Joint Council as non-voting Members.

IATA CARGO ADVISORY PANEL (ICAP) An IATA Cargo Advisory Panel makes recommendations to the Cargo Agency Conference for establishment of local criteria pertaining to financial standing, personnel qualification, premises and equipment for registration and retention of Agents in a country. It consists of not more than nine representatives of appropriate seniority from sales organization of Member airlines having presence in that country. These representatives, each with expertise in the areas of cargo handling, sales and financial control, are selected by the Agency Administrator from the nominations received.

SETTLEMENT AND REMITTANCE COMMITTEE The Settlement & Remittance committee decides credit terms and frequency of payments to be received from accredited cargo agents/intermediaries. Its members are accredited representatives of Member airlines. It meets once a year concurrently with meetings of the Cargo Agency Conference, if required. When a decision is needed between conferences the Settlement and Remittance Committee may reach decisions by means of a mail vote.

GENERAL ASSEMBLY/EXECUTIVE COUNCIL A Cargo General Assembly or A Cargo Executive Council is established in certain areas. Their functions & responsibilities are outlined in the applicable Resolutions.
ECONOMIC WATCH PANEL RESOLUTION A permanent Economic Watch Panel is established in certain countries, which in consultation with the recognized national agents association, determines the economic and financial indicators and the degree of variation of these indicators which would require a reappraisal of the existing reporting/remitting frequencies and/or the remittance date applicable in the country concerned. An Economic Watch Panel consists of Member airlines’ financial and commercial experts including a representative of the national carrier(s) and meets as and when necessary.

LOCAL CUSTOMER ADVISORY GROUP–CARGO A Local Customer Advisory Group is established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to IATA CASS Management on customer service issues and in particular, on establishing and addressing local needs. The LCAGC may provide advice on matters concerning the local operation of CASS and on the establishment of local CASS business requirements and enhancements, especially where differences from worldwide policy and standards are sought. They may also guide the local CASS Manager on market place activities, development opportunities and other local/area needs.

Note: For more information on CAC and its subgroups, please contact IATA Service Center via the customer portal www.iata.org/cs

CSC Structure and Sub Groups

CSC is a permanent and autonomous body consisting of representatives from IATA Member Airlines. The CSC is responsible for the development and maintenance of standards and procedures for the cargo industry.

CARGO SERVICES CONFERENCE (CSC) The CSC establishes standards and takes action on matters relating to cargo services, including cargo handling, documentation, ULD technical specifications, EDI, dangerous goods regulations, live animals and perishable regulations. The Conference also presents the opportunity for discussion of new developments and agreements on how the air cargo industry should change and grow in a multilateral environment. The CSC meets on an annual basis during IATA’s World Cargo Symposium event.
CARGO PROCEDURES CONFERENCES MANAGEMENT GROUP (CPCMG) The CPCMG provides support and guidance in relation to the strategies determined by the Cargo Services Conference (CSC) and Cargo Agency Conference (CAC). It formulates cargo industry policies and monitors industry developments and priority issues and develops relevant industry solutions in response. The CPCMG also prioritises, assigns and monitors the activities of the various standing Conferences sub groups.

AIRMMAIL PANEL (AMP) The AMP develops and maintains procedures related to all aspects of airmail handling. As the Basic Airmail Conveyance Rate (BACR) is established by the Universal Postal Union (UPU), liaison with the UPU on issues pertaining to the carriage of mail by air is a key component of the AMP agenda. Panel members also actively participating in the IATA-UPU Contact Committee, reviewing airmail automation developments, formulating responses to enhanced security requirements and establishing standard handling procedures.

CARGO BUSINESS PROCESSES PANEL (CBPP) The CBPP develops and maintains industry standards for procedures, documentation and flow of information relating to the air cargo business. These may concern automation issues, air waybill layout, completion and issuance procedures and related topics. More recently, there has been a shift in emphasis towards the impact of automation in various areas: handling the cargo, its documentation and the information relating to its movement; and the interface between the airline and the forwarding agent and customs authorities.

CARGO DATA INTERCHANGE TASK FORCE (CDITF) The CDITF deals with the technical details of EDI message construction, particularly Cargo-IMP, the long-established airline message standard for EDI. The group is also responsible for maintaining the industry's EDIFACT-based EDI messages, Cargo-FACT. CDITF is responsible for the content of both the Cargo-IMP and Cargo-FACT Manuals.

CARGO XML TASK FORCE (CXMLTF) The objectives of the Cargo XML Task Force are to provide recommendations to the Cargo Business Processes Panel (CBPP) on XML requirements for transportation messages and on the maintenance of the standards as well as to oversee the technical development of these XML messages, which will be based as much as possible on existing messages (e.g. CIMP. IFTMIN) and international standards (i.e. UN/CEFACT Core Components and XML Naming and Design Rules).

DANGEROUS GOODS BOARD (DGB) The objective of the DGB is to promote the safe transport of dangerous goods by air. This is accomplished by establishing clear, concise and practical procedures for shippers, freight forwarders and airlines, which are published as the IATA Dangerous Goods Regulations (DGR). The DGR, which is based on the ICAO Technical Instructions, the legal text for air transport of dangerous goods, is applicable worldwide and includes operational requirements to facilitate the safe and expeditious transport of dangerous goods by air. The Board meets to consider and review new developments in the international regulatory arena. The Board discusses problems that arise in the carriage of dangerous goods and acts to modify or develop new regulations as appropriate.

DANGEROUS GOODS TRAINING TASK FORCE (DGTTF) The DGTTF reports to the Dangerous Goods Board (DGB) and meets twice a year to review all matters pertaining to dangerous goods training. It was established to review, amend and update the IATA Dangerous Goods Training Programme. The contents thereof are current and fully aligned with the IATA Dangerous Goods Regulations. Other tasks are to maintain and update the dangerous goods instructor's manual and to review third party dangerous goods training programmes submitted for endorsement by IATA.
LIVE ANIMALS & PERISHABLES BOARD (LAPB) The LAPB develops regulations for the acceptance, handling and loading of live animals in air transport. The regulations for shipping live animals are published in the IATA Live Animals Regulations (LAR), which is published annually in English, French, and Spanish. The LAPB also develops guidelines for shipping time and temperature sensitive goods, these include traditional perishables such as meat products, seafood, fruits, vegetables, plant products, cut flowers and goods from health care sector such as pharmaceuticals. The focus here is on adequate temperature management and efficient handling. The regulations are published in the IATA Perishable Cargo Regulations manual (PCR), which is updated annually. The LAPB has an Advisory body consisting of representatives from outside the traditional IATA membership in particular shippers associations or their agents and international governmental organizations. It also has an Animal Care Team comprising of individuals with expertise on particular types of animals, such as laboratory and zoo animals, for example but not limited thereto.

TIME AND TEMPERATURE TASK FORCE (TTTF) The TTTF was established to develop and maintain standards for the procedures, documentation, cargo handling, packaging and acceptance of goods from the healthcare sector in order to facilitate, improve or maintain the logistics thereof. The members of the TTTF are appointed by the LAPB, each being an expert in time and temperature sensitive cargo. More specifically, the task force will deliver a Quality Management System and a revision of Chapter 17th of the IATA Perishable Cargo Regulations (PCR) Manual. The Task Force meets in conjunction with the LAPB.

ULD PANEL (ULDP) The ULDP develops specifications, guidelines, recommendations and other technical material related to Unit Load Devices (ULDs). The Panel is responsible for developing and promulgating recommendations and guidelines concerning the manufacture, handling, maintenance and control of ULDs. The Panel studies the development and simplification of requirements of airworthiness certification of ULDs and aircraft restraint systems to remove barriers to the full use of ULDs. The Panel liaises with other industry groups such as SAE International, ISO, FAA, and other external organisations to provide guidance and assistance so that appropriate IATA standards are developed and implemented when needed. The Panel also ensures the commonality of parameters required for interlining ULDs and monitors the developments in aircraft containerisation requirements, including the allocation of ULD Type Code.

ULD Panel Technical Advisory Panel (TAP) The TAP was established for industry to provide technical support in their area of expertise to the ULDP and its secretariat. It is tasked with representing the manufacturing industry's interests. The panel acts as advisors to the ULDP on related matters. Representatives are appointed by the ULDP from companies participating in the IATA Strategic Partnerships programme and invited government civil aviation authorities.

IATA/FIATA CONSULTATIVE COUNCIL (IFCC) The IFCC was constituted to initiate, consider and make recommendations to the Cargo Agency Conference (CAC) and Cargo Services Conference (CSC) on issues affecting the Carrier/Agent relationship. The IFCC review all proposals, including those submitted by mail vote, made to the CAC to introduce new, or to amend existing, provisions of the Cargo Agency Rules. The IFCC's actions are expressed as recommendations.

IATA/FIATA CUSTOMS WORKING GROUP (IFCWG) The role of the IATA/FIATA Customs Working Group (IFCWG) is to identify and understand Customs requirements that concern Carriers and Forwarders and that affect the Carrier/Forwarder relationship. The IFCWG provides procedural & operational responses to changes in Customs provisions on behalf of the air cargo industry and identifies & implements necessary changes in IATA procedures and/or standards to comply with legislated requirements.

Note: For more information on CSC and its sub-groups, please contact cargo@iata.org
It is important that the management and operational staff of every IATA Cargo Agent be familiar with the regulatory contents of this handbook. A free copy is sent to the head office of each Registered IATA Cargo Agent. Additional copies are available upon request.

This edition includes Resolutions adopted or amended by the 47th Cargo Agency Conference at Singapore, Singapore on 11 March 2019 and subsequent Mail Votes.

**Resolution 801r Reporting and Remittance Procedures**
— Add “Japan Only” to specify Remittance Date in Japan for Business Holidays at Year-End.

**Resolution 813 Cargo Agency Rules**
— Add section to clarify that Members should not request a separate duplicate financial security from an Agent/Intermediary/CASS Associate covering CASS Settlements.
— Add wording regarding processing of change of Agent Ownership, Legal Status, Name or Address for alternatively accepting a Financial Security if the financial statement is not made available.

**Resolution 817 Financial Securities**
— Add definition for “BANK”.

**Resolution 823 Definition of Terms Used in Cargo Agency Conference**
— Add definition for “DAYS’S SALES AT RISK” and “SALES AT RISK”.

**Resolution 851 Cargo Accounts Settlement System—Section 6.1.1**
— Revert to the original wording of CAH 40th edition.

**Resolution 851 Appendices ‘C’ & ‘C1’ Counterindemnity Agreement**
— Add Intermediaries/Forwarders to the current list of Agents/Associates/Recipients.

**Resolution 851 Appendix ‘D2’ CASS Associate Agreement for European Air Cargo Programme (EACP) Countries**
— Revert to the original wording of CAH 40th edition.

**Resolution 851 New Appendix ‘D4’ CASS Associates Global Requirements**
— Clarify that the newly adopted CASS Associates Global Model is not applicable to Canada and European Countries covered by Resolution 805zz.

Some of the Resolutions included in this handbook have not been declared effective at the time of issue, and therefore appear in grey shaded background. These Resolutions will be declared effective once the necessary Government approvals have been obtained. Thereafter, an appropriate declaration of effectiveness memorandum will be distributed to Cargo Agents.

**Note:** To meet the new requirements of Resolution 811d, Attachment ‘A’, which mandate the Cargo Agency Commissioner to maintain an information website, the reader’s attention is drawn to that website: www.cargo-agency-commissioner.aero
Dialogue between IATA and the air cargo agency sector of the industry has been conducted on an
international level for several years through a Consultative Council composed of representatives of
members of IATA and FIATA (the International Federation of Freight Forwarders Associations).
Those consultations have resulted in problems being solved, procedures being simplified and
innovations being agreed by the Conference, as well as in communications being improved
between allied branches of the same industry.

All Member airlines of IATA participate in its Trade Association activities and are accordingly bound
by the Resolutions of the Cargo Agency Conference and the Cargo Services Conference. In this
handbook, those resolutions are identified respectively by the initials ‘CAC’ or ‘CSC’ in the headline.
Resolutions of the Tariff Co-ordinating Conferences (TCC) bind those Members having elected to
participate in the TCC activities. They can be identified from the IATA membership list towards the
end of the handbook.

Aleksander Popovich
Agency Administrator
MECHANICS OF THE IATA CARGO AGENCY PROGRAMME

The insertion of a name on the IATA Cargo Agency List is the result of a careful system of vetting and monitoring, created by the IATA Airlines, in order that they may all have access to industry-accredited intermediaries of reliable. The overall framework within which that industry accreditation process takes place is known as the IATA Cargo Agency Programme.

The programme is contained essentially in a series of Resolutions, reproduced in this handbook, which have been adopted by the Cargo Agency Conference (CAConf) and revised in the light of operating experience. The CAConf consists of senior commercial managers nominated by IATA Member Airlines. In the normal run of things it meets every March, but special CAConf meetings can be called at any time to consider urgent matters.

Resolutions of CAConf require the unanimous vote of the Conference to secure adoption; thereafter, the adopted Resolutions are filed with the concerned government authorities for scrutiny and approval, after which they can be declared effective.

For convenience sake, the airlines have divided the IATA world into three areas:

Area 1: the Americas;
Area 2: Europe, Africa and the Middle East;
Area 3: Asia East of Iran and Australasia.

The Agency Programme is similarly subdivided, with IATA offices in each area. Secretariat support for CAConf, regional programmes and other specialist groups serving CAConf is provided by IATA Distribution and Financial Services (IDFS), which thus constitutes a continuity factor for the Agency Programme.

The span of airline management resources involved in the operation of the IATA Cargo Agency Programme extends from head-office senior middle-management at the Conference, through senior regional management to district management involved in regional groups. In addition, a watching brief is kept by the airlines' top commercial managements through the activities of the Cargo Committee of IATA. Taking into account the important proportion of air cargo business which originates from the cargo agency sector of the industry, it may be readily understood why such an important segment of the airlines' management should concern itself with the IATA Agency Programme.

In parallel with the internal airline consultations associated with the above activities, there is a very important and growing programme of consultations with the air cargo agency sector of the industry. Those consultations are, for the most part, conducted with FIATA (the International Federation of Freight Forwarders Associations), the world representative body of air cargo agents. Additionally, there are specific regional consultations in some areas and, where circumstances so warrant, there are industry-wide consultations at national levels.

One prominent activity is the area of training, which over many years has successfully developed, implemented and administered professional training programmes for cargo agency personnel of a quality second to none in the industry. That activity is most adequately described elsewhere in this publication.
Equally prominent in its output and the nature of its work product is the IATA/FIATA Consultative Council which for several years has been the dialogue partner of the Cargo Agency Conference. In consequence, it has been influential in the modernizing and remoulding of the Cargo Agency Programme and has been the source of valuable practical advice in the development of the Cargo Accounts Settlement Systems.

The inter-relationship between these various bodies is as illustrated on the previous page.

An IATA Cargo Agent who encounters difficulty in interpreting or applying the regulations set out in this publication has a choice of possible sources of guidance:
- a Member Airline of IATA, preferably the national carrier of the country where the Agent is situated;
- the Agent's national trade association which has access to FIATA;
- the IATA Industry and Distribution Financial Services Division, through its regional offices in Geneva, Montreal and Singapore.

Experience has shown that most difficulties may be readily resolved through the above channels; however, where the difficulty encountered raises an important point of principle, then the IATA/FIATA consultative machinery is equipped to analyse it in detail and to seek a CAConf solution. In this connection, the CAConf provisions envisage third party presentations to the Conference on matters on the agenda and within the CAConf's purview. Details of how such may be sought can be obtained from the Agency Administrator in Geneva.

SEEKING REGISTRATION AS AN IATA CARGO AGENT/INTERMEDIARY

Cargo Agency Rules have been established in order to regulate the standards of business practice between the IATA registered Cargo Agent/Intermediary and Members. These rules set forth the rights and obligations of both parties and the procedures applicable to organizations seeking IATA Cargo Agency registration.

Any person or organization wishing to seek registration as an IATA Cargo Agent/Intermediary may do so by submitting an application in the form of written answers to a questionnaire. This questionnaire has been adopted by all airlines, and is part of the Cargo Agency Rules and is included later on in this handbook. To facilitate this process, we have included on our website at URL http://www.iata.org/customer-portal/Pages/index.aspx

The qualifications required for the registration of an Agent/Intermediary are described in detail in these Rules. The essential requirements are:
- qualified and duly trained staff, particularly with regard to the acceptance/handling of Dangerous Goods;
- sound financial standing;
- suitable working premises and cargo handling facilities; and active promotion and sale of international air cargo transportation.

Concerning the qualifications of the staff, each applicant must have at least two persons who have completed a recent training course in applicable Dangerous Goods Regulations, as well as two persons (not necessarily the same) who have completed an industry introductory or basic training course. All courses offered by IATA Member Airlines, the IATA Training home study programmes, as well as certain Governmental Organizations, are accepted courses. A number of third-party training courses have also been approved and applicants should refer to the IATA Cargo Agency Administration for further information in this respect.

In addition, effective 1 October, 2004, all IATA Agent/Intermediary owned branch locations where air cargo is made ready for carriage need to be registered, with each location required to employ a minimum of two full-time competent persons, qualified to provide prescribed services and handling functions. As well, a minimum one such competent person, who also holds certification with respect to Dangerous Goods Acceptance is to be present at all places where air cargo is made ready for carriage whenever such places are open for business.

Refinements to the above as well as other criteria may be applicable in certain countries or areas, as established by local IATA groups, in accordance with the Rules of any regional programme. These are notified to applicants in the countries concerned.
Each complete application is investigated to determine whether or not an applicant qualifies for registration. All Members have a 30-day period in which to file evidence with the Agency Administrator indicating why any application should not be approved.

A newly-registered IATA Cargo Agent/Intermediary executes a Cargo Agency Agreement after which Members may appoint the Agent/Intermediary to represent them in the country of registration.

**CRITERIA FOR REGISTRATION AND RETENTION**

The criteria for registration and retention as an IATA Cargo Agent are set forth in Resolution 813, Section 2, Paragraphs 2.1 through 2.9. The key areas of consideration are:

**MINIMUM STAFF REQUIREMENTS**

The new applicant or a registered Cargo Agent shall have, at the time of application and at all times subsequent to registration, a minimum of two full-time employees holding valid certificates in Dangerous Goods Handling issued within the previous two years after having followed a recognised training course and passed a written examination. Those agents who have more than one Office where cargo is made ready for carriage, a minimum of one such competent person must hold certification in Dangerous Goods Handling, and must be present at all places where airwaybills are issued.

In addition, two such persons must hold the IATA/FIATA Introductory Course Diploma or have successfully completed an equivalent course offered by an IATA Member where an examination was taken, or any other course acceptable to the Cargo Regional Joint Council, offered by an IATA/FIATA Authorised Training Centre, airline, commercial organisation, or training institute; provided that any Agent whose name was entered on the Cargo Agency List prior to 1 April 1987 which does not meet this requirement shall demonstrate that its staff includes at least two full-time competent persons each with not less than 10 years' experience in providing the services and handling functions in international air cargo transportation.

**SECURITY**

All IATA cargo agents are responsible to update or validate their Dangerous Goods training certificates every two years and before the ones in their files are out-of-date. These courses shall be an examination set and marked by an IATA Member airline, the Dangerous Goods regulatory authority of the country concerned where required or the FIATA Dangerous Goods Training Course.

**PREMISES**

The premises must be devoted exclusively to the promotion and sale of air cargo transportation and related services. The premises must be clearly identified as a cargo agency and must be readily accessible to the general public during normal business hours. Must have as a minimum an administrative office and a warehouse where air cargo is made ready for carriage. They may be combined or separated, that is, at the same location or at different locations. In both cases they must be in possession of an updated lease agreement.
FINANCIAL STANDARDS

Please refer to the next pages with the applicable Local Financial Criteria for your country.

FINANCIAL CRITERIA—ARGENTINA

Financial Accounts will not be older than 8 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets and Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

Formula and score applicable to Financial Indicators:

The Financial Accounts must reflect:
- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements - the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities
- Unsatisfactory financial review

Financial Security Amount:
- New Applicants: Minimum equivalent to USD25,000
- Accredited Agents: Minimum equivalent to USD25,000 or equivalent to the average of two fifteen-day cash sales periods, whichever is greater.

All financial securities will be for a minimum of a one-year period. Acceptable financial securities: bank guarantees and insurance guarantees issued by IATA authorized insurance companies. Once the year has passed, at the time of the expiry of the financial guarantee, if the Agent has not had non-compliance issues during the immediately previous last twelve months, and if the financial review is satisfactory, the financial guarantee will not have to be renewed.

Criteria for the Minor Error Rule:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.
FINANCIAL CRITERIA—BRAZIL

Financial Accounts will not be older than 6 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

• The Financial Accounts must reflect:
  ○ Minimum Working Capital: **BRL25,000**
  ○ Minimum Net Tangible Worth: **BRL25,000**

• Financial Accounts must comply with the following financial ratio tests:
<table>
<thead>
<tr>
<th>Financial Indicators</th>
<th>Indicator</th>
<th>Formula</th>
<th>Maximum Score</th>
<th>Formula Result</th>
<th>Corresponding Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liquidity</strong></td>
<td>ILG</td>
<td>Current Assets + Long Term Assets/Current Liabilities + Long Term Liabilities</td>
<td>7</td>
<td>Over 1.97</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.50 - 1.97</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.25 - 1.49</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00 - 1.24</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.96 - 0.99</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.91 - 0.95</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.86 - 0.90</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under 0.85</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>ILC</td>
<td>Current Assets/ Current Liabilities</td>
<td>7</td>
<td>Over 1.97</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.50 - 1.97</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.25 - 1.49</td>
<td>5</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>1.00 - 1.24</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.96 - 0.99</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.91 - 0.95</td>
<td>2</td>
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<td></td>
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<td></td>
<td>0.86 - 0.90</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under 0.85</td>
<td>0</td>
</tr>
<tr>
<td><strong>Debt</strong></td>
<td>CE</td>
<td>Current Assets/Current Liabilities + Long Term Liabilities</td>
<td>4.2</td>
<td>Under 0.50</td>
<td>4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.50 - 0.59</td>
<td>3.6</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>0.60 - 0.89</td>
<td>3.0</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>0.90 - 0.99</td>
<td>2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00 - 1.19</td>
<td>1.8</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>1.20 - 1.34</td>
<td>1.2</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>1.35 - 1.49</td>
<td>0.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Over 1.5</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>PCT</td>
<td>Current Assets + Long Term Liabilities/Equity</td>
<td>9.8</td>
<td>Under 0.50</td>
<td>9.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.50 - 0.59</td>
<td>8.4</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>0.60 - 0.89</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.90 - 0.99</td>
<td>5.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00 - 1.19</td>
<td>4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.20 - 1.34</td>
<td>2.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.35 - 1.49</td>
<td>1.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Over 1.5</td>
<td>0</td>
</tr>
<tr>
<td><strong>Solvency</strong></td>
<td>Kanitz</td>
<td>((^1)\text{Profitability Net Equity} * 0.05) + ((ILG * 1.65) + (ILC * 3.55) - (ILC * 1.06) - (PCT * 0.33))</td>
<td>7</td>
<td>Over 5.99</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.00 - 5.99</td>
<td>6</td>
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<tr>
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<td></td>
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<td></td>
<td>4.00 - 4.99</td>
<td>5</td>
</tr>
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<td></td>
<td>3.00 - 3.99</td>
<td>4</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00 - 2.99</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00 - 1.99</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(3.00) - (0.01)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Net Operating Margin</td>
<td>Net Profit/Net Operating Revenue</td>
<td>5</td>
<td>Under (3.00)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Over 0.14</td>
<td>5</td>
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<td></td>
<td></td>
<td></td>
<td>0.08 - 0.14</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.06 - 0.07</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<td>0.02 - 0.03</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under 0.01</td>
<td>0</td>
</tr>
</tbody>
</table>

\(^1\text{Profitability NE = Net Profit/Net Equity}\)

<table>
<thead>
<tr>
<th>Financial Indicators</th>
<th>Indicator</th>
<th>Formula</th>
<th>Maximum Score</th>
<th>Formula Result</th>
<th>Corresponding Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td>Maximum score</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td>Minimum for approval</td>
<td></td>
</tr>
</tbody>
</table>
• Definitions:

**Current Assets**: excludes notes or receivables from related parties, including shareholders employees, officers, associates as well as Cash and Term Deposit pledged for security.

**Current Liabilities**: this amount includes the current portion of long term debt.

**Long Term Assets**: excludes investments, fixed assets and intangible assets.

**Net Profit**: means net Revenues (deducted from taxes and contributions) minus Total Expenses plus Net Financial Result.

• Financial Security Requirements—the financial security will apply to:
  ○ New Applicants
  ○ Non-Payments (default)
  ○ Accumulation of two (2) instances of Irregularities
  ○ Unsatisfactory financial review
  ○ Changes in the ownership of the Agent greater than 30% of the stock/control of the agency

• Financial Security Amount:
  ○ New Applicants: Minimum equivalent to BRL25,000
  ○ Accredited Agents: Equivalent to 10% of the Agent's own annual sales (collect freight and charges) or a minimum of BRL25,000, whichever is higher.

All financial securities will be for a minimum of a one-year period. Acceptable financial securities: bank guarantees and insurance guarantees issued by IATA authorized insurance companies. Once the year has passed, at the time of the expiry of the financial guarantee, if the Agent has not had non-compliance issues during the immediately previous last twelve months, and if the financial review is satisfactory, the financial guarantee will not have to be renewed.

**Criteria for the Minor Error Rule**:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

**Financial Accounts**

Financial Accounts will not be older than 6 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

• Financial Accounts must reflect:
  ○ Minimum Working Capital: **USD15,000**
  ○ Minimum Net Tangible Worth: **USD15,000**
  ○ Financial Accounts must comply with the following additional criteria related to compliance with the following financial ratio tests:

<table>
<thead>
<tr>
<th>Financial Indicator</th>
<th>Maximum possible score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquidity</td>
<td>14</td>
<td>Short-term solvency</td>
</tr>
<tr>
<td>Debt</td>
<td>14</td>
<td>Level of assets financed by debt</td>
</tr>
<tr>
<td>Collection Average</td>
<td>7</td>
<td>Collection days to cover sales</td>
</tr>
<tr>
<td>Cash Flow</td>
<td>5</td>
<td>Coverage of long-term debt through earnings</td>
</tr>
</tbody>
</table>

Formula and score applicable to Financial Indicators:

Liquidity = Current Assets/Current Liabilities

| Above 1.99 | 14 points |
| 1.50–1.99  | 12 points |
| 1.25–1.49  | 10 points |
| 1.00–1.24  | 8 points  |
| 0.96–0.99  | 6 points  |
| 0.91–0.95  | 4 points  |
| 0.86–0.90  | 2 points  |
| Below 0.85 | 0 points  |

Collection Term Average = (Receivables/Sales) * 365

| Below 15 days | 7 points |
| 15–16 days    | 6 points |
| 17–18 days    | 5 points |
| 19–20 days    | 4 points |
| 21–23 days    | 3 points |
| 24–26 days    | 2 points |
| 27–29 days    | 1 point  |
| Above 30 days | 0 point  |
Financial Criteria—Chile

Dbt = Total Liabilities/Total Assets

| Below 0.4 | 14 points |
| 0.4–0.59 | 12 points |
| 0.6–0.89 | 10 points |
| 0.9–0.99 | 8 points |
| 1.0–1.19 | 6 points |
| 1.2–1.34 | 4 points |
| 1.35–1.49 | 2 point |
| Above 1.5 | 0 point |

Cash Flow = After-tax earnings/Long-term Debt

| 0.20 | 5 points |
| 0.18 | 4 points |
| 0.15 | 3 points |
| 0.13 | 2 points |
| 0.10 | 1 point |
| 0.09 | 0 point |

Financial Security Requirements—the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities
- Unsatisfactory financial review

Financial Security Amount:
- New Applicants: Minimum of USD10,000.
- Accredited Agents: equivalent to two sales periods based on the average sales of the last twelve months, or a minimum of USD10,000, whichever is greater.

All financial securities will be for a minimum of a one-year period. Once the year has passed, at the time of the expiry of the financial security, if the Agent has not had non-compliance issues during the previous twelve months, and if the financial review is satisfactory, the financial guarantee will not have to be renewed.

Criteria for the Minor Error Rule:
When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

Definitions

Current Assets: Receivables from related companies, shareholders, employees, directors, partners as well as cash and fix-term deposits in escrow must be excluded.

Current Liabilities: It must include the current portion of long-term debt.

Total Sales: The amount must appear specifically in the Financial Statements and correspond to gross sales obtained in the period.

Long Term Liabilities: It comprises all third parties long-term debt. Loans to shareholders or proprietors must be excluded.

Receivables: It must be shown as a breakdown of commercial receivables, fees, commissions, related companies’ receivables and advances granted to suppliers. Bad debt must be excluded.

Earnings after taxes: Extraordinary earnings must be excluded.

Total Assets: Intangible assets must be included.

Total Liabilities: It includes current liabilities and third parties loans. Loans granted to shareholders or owners must be excluded. It must include related companies liabilities less the corresponding subordinated tranche (receivable).
FINANCIAL CRITERIA—COLOMBIA

Financial Accounts will not be older than 6 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

Formula and score applicable to Financial Indicators:

The Financial Accounts must reflect:
- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements - the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities in the last 12 consecutive months
- Unsatisfactory financial review

Financial Security Amount:
- New Applicants: Minimum equivalent to USD10,000
- Accredited Agents: Equivalent to two sales periods (30 days) based on the average sales of the last 12 months or a minimum security of USD10,000; whichever is greater.

All financial securities will be for a minimum of a one-year period. Prior to the expiry of the financial security and after conducting a financial review, if the financial results are satisfactory, and if the Accredited Agent has not had non-compliance issues during the past twelve months, the financial security will not have to be renewed.

Criteria for the Minor Error Rule:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

FINANCIAL CRITERIA—COSTA RICA

Financial Accounts will not be older than 6 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

Formula and score applicable to Financial Indicators:

The Financial Accounts must reflect:
- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements - the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities in the last 12 consecutive months
- Unsatisfactory financial review

Financial Security Amount:
- New Applicants: Minimum equivalent to USD5,000. The value of the financial security will be adjusted to be equivalent to the average of two sales periods since the Agent started operations.
- Accredited Agents: Equivalent to two sales periods based on the average of the past 6 months or a minimum of USD5,000; whichever is greater.

All financial securities will be for a minimum of a one-year period. Prior to the expiry of the financial security and after conducting a financial review, if the financial results are satisfactory, and if the Agent has not had non-compliance issues during the past twelve months, the financial security will not have to be renewed.

Criteria for the Minor Error Rule:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.
FINANCIAL CRITERIA—ECUADOR

Financial Accounts will not be older than 6 months, at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

The financial accounts submitted to IATA must be the same as those filed with the SRI, the fiscal entity in Ecuador.

Formula and score applicable to Financial Indicators:

The Financial Accounts must reflect:

- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements - the financial security will apply to:

- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities in the last 12 consecutive months
- Unsatisfactory financial review

Financial Security Amount:

- New Applicants: Minimum equivalent to USD10,000.
- Accredited Agents: Minimum equivalent to USD10,000. The financial security will be monitored to cover two sales period based on the average pre-paid sales of the last twelve months.

All financial securities will be for a minimum of a one-year period. Prior to the expiry of the financial security and after conducting a financial review, if the financial results are satisfactory, and if the Agent has not had non-compliance issues during the past twelve months, the financial security will not have to be renewed.

Criteria for the Minor Error Rule:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

FINANCIAL CRITERIA—MEXICO

Financial Accounts will not be older than 6 months at the time of their submission to IATA, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

The Financial Accounts must reflect:

- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements - the financial security will apply to:

- New Applicants
- Non-Payments (default)
- Incurs an Irregularity
- Unsatisfactory financial review

Financial Security Amount:

- New Applicants: Minimum equivalent to USD25,000.
- Accredited Agents—the financial security criteria will be requested as follows:
  - Agents without irregularities in the past 24 months will not have to present a financial security.
  - Agents without irregularities in the past 12 consecutive months—the financial security will be equivalent to the average of 8 days of pre-paid sales.
  - Agents with 1 to 3 irregularities—the financial guarantee will be equivalent to 15 days of pre-paid sales.
  - Agents that have been declared in 'Default' (non-payment) must present a financial security equivalent to 30-days of pre-paid sales.

All financial securities will be for a minimum of a one-year period. In all cases, the calculation of the value of the financial security will be based on the 4 highest months of sales of the last 12 months prior to its renewal or a minimum equivalent to USD10,000, whichever is greater.

Minor error does not apply to Agents in Mexico based on Local Financial Criteria described here.
FINANCIAL CRITERIA—PERU

Accredited Agents Financial Statements: Agents will present the Formal Annual Tax Declaration with all annexes that support the amounts declared, submitted to SUNAT, in the government official template, in addition Statement of Assets and Liabilities, Profit and Loss as of 31 December of the corresponding year, including the analysis of Agent’s gross sales to be able to calculate the Turnover ratio. All accounting documents and SUNAT declaration must be duly signed by a chartered accountant sending copy of the certification of the Accountant.

Financial Accounts must not be older than 8 months after the financial year end.

Minimum Financial criteria for Accredited Agents:
- Minimum Working Capital equivalent to USD10,000
- Minimum Tangible Net Worth equivalent to USD15,000

Financial Security Requirements—the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of 2 irregularities
- Unsatisfactory financial review
- Changes of Ownership greater than 30% of the shares/control of the business

Financial Ratio Calculation will also apply to review and approve Financial Statements evaluations. Ratio results require a minimum of 24 points in order to reach satisfactory evaluation.

Liquidity (current assets–current liabilities)

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 1.99</td>
<td>16 points</td>
</tr>
<tr>
<td>1.50–1.99</td>
<td>14 points</td>
</tr>
<tr>
<td>1.25–1.49</td>
<td>12 points</td>
</tr>
<tr>
<td>1.00–1.24</td>
<td>10 points</td>
</tr>
<tr>
<td>0.96–0.99</td>
<td>8 points</td>
</tr>
<tr>
<td>0.91–0.95</td>
<td>6 points</td>
</tr>
<tr>
<td>0.86–0.90</td>
<td>4 points</td>
</tr>
<tr>
<td>0.84–0.85</td>
<td>2 points</td>
</tr>
<tr>
<td>Less than 0.84</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Debt (total assets/total liabilities)

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 0.4</td>
<td>16 points</td>
</tr>
<tr>
<td>0.41–0.59</td>
<td>14 points</td>
</tr>
<tr>
<td>0.60–0.89</td>
<td>12 points</td>
</tr>
<tr>
<td>0.90–0.99</td>
<td>10 points</td>
</tr>
<tr>
<td>1.00–1.19</td>
<td>8 points</td>
</tr>
<tr>
<td>1.20–1.34</td>
<td>6 points</td>
</tr>
<tr>
<td>1.35–1.49</td>
<td>4 points</td>
</tr>
<tr>
<td>1.50–1.54</td>
<td>2 points</td>
</tr>
<tr>
<td>More than 1.54</td>
<td>0 point</td>
</tr>
</tbody>
</table>

Turnover (Receivables/total sales*)

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>22–26 days</td>
<td>7 points</td>
</tr>
<tr>
<td>27–31 days</td>
<td>6 points</td>
</tr>
<tr>
<td>32–36 days</td>
<td>5 points</td>
</tr>
<tr>
<td>37–39 days</td>
<td>4 points</td>
</tr>
<tr>
<td>40–46 days</td>
<td>3 points</td>
</tr>
<tr>
<td>47–51 days</td>
<td>2 points</td>
</tr>
<tr>
<td>More than 52 days</td>
<td>1 point</td>
</tr>
</tbody>
</table>

Cash flow (profit after tax/long term liabilities)

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.20</td>
<td>5 points</td>
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<tr>
<td>0.18</td>
<td>4 points</td>
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<td>0.15</td>
<td>3 points</td>
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<td>0.13</td>
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<tr>
<td>0.10</td>
<td>1 point</td>
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<tr>
<td>Less than 0.09</td>
<td>0 points</td>
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</table>

Total of maximum ratio points: 44 points
Minimum satisfactory requirement: 24 points

Financial Security Amount:
- New Applicants: Minimum equivalent to USD 25,000
- Accredited Agents:
  - Without irregularities, default or change of ownership in the past 12-months: Minimum of USD 25,000 or equivalent to two sales periods calculated from the average of the last 12 months net prepaid sales.
  - With irregularities or default declaration in the past 12-months: Minimum of USD 40,000 or equivalent to two sales periods calculated from the average of the last 12 months net prepaid sales.
All financial securities will be for a minimum of one-year period. The calculation of last twelve months will be performed when the Cargo Agent receives the notification of the financial security renewal, increase of financial security and/or resulting from annual financial evaluations.

Risk to be covered by the Agent required to present a Financial Security is only calculated on Air Freight Charges & Due Agent Charges & Due Airline charges.

Risk to be covered when the Agent operates without a Financial Security must be supported by 100% or more equivalent in value to:
- Tangible Net Worth (Patrimonial Net). Accounts to be considered for calculation are detailed in the Annual Declaration to SUNAT group of accounts numbers 414 through 424; or,
- Working Capital (current assets-current liabilities); or,
- The sum of Tangible net worth plus Working Capital.

**Criteria for the Minor Error Rule:**

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

**FINANCIAL CRITERIA—URUGUAY**

Financial Accounts will not be older than 8 months, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

The Financial Accounts must reflect:
- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD50,000

Financial Security Requirements - the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities in the last 12 consecutive months
- Unsatisfactory financial review

Financial Security Amount:
- New Applicants: Minimum equivalent to USD5,000
- Accredited Agents: equivalent to two sales periods based on the average of the last six months or a minimum of USD5,000; whichever is greater.

All financial securities will be required for a minimum of a one year period. Prior to the expiry of the financial security and after conducting a financial review, if the financial results are satisfactory, and if the Agent has not had non-compliance issues during the past twelve months, the financial security will not have to be renewed.

**Criteria for the Minor Error Rule:**

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.
FINANCIAL CRITERIA—REMAINING COUNTRIES IN LATIN AMERICA, CENTRAL AMERICA AND THE CARIBBEAN

Financial Accounts will not be older than 6 months, and will be prepared by an independent Public Account.

Financial Accounts should include a Balance Sheet reflecting Assets, Liabilities, a Profit and Loss Statement, and statement from the Accountant in regards to the preparation of the financial accounts (whether the accounts are reviewed, certified or audited).

The Financial Accounts must reflect:
- Minimum Working Capital: USD10,000
- Minimum Net Tangible Worth: USD15,000

Financial Security Requirements—the financial security will apply to:
- New Applicants
- Non-Payments (default)
- Accumulation of two (2) instances of Irregularities in the last 12 consecutive months
- Unsatisfactory financials

Financial Security Amount:
- New Applicants: Minimum of USD10,000 for a period of one year
- Accredited Agents: equivalent to two sales periods based on the average of the last 12 months or a minimum of USD10,000, whichever is greater.

All financial securities will be required for a minimum of a one year period. Prior to the expiry of the financial security and after conducting a financial review, if the financial results are satisfactory, and if the Agent has not had non-compliance issues during the past twelve months, the financial security will not have to be renewed.

Criteria for the Minor Error Rule:

When having a second irregularity, the request to submit a guarantee will be waived if the agent is able to demonstrate that funds were available on remittance day. This waiver can only be applied once a year per agent.

IATA NUMERIC CODE

Upon accreditation of an Agent, the Agency Administrator shall assign a numeric code. Such assignment shall continue only so long as the assignee remains an IATA Cargo Agent and shall be withdrawn by the Agency Administrator should the IATA accreditation be terminated.

The assigned numeric code remains the property of IATA at all times. It shall not be shared, lent, leased, sold or otherwise transferred by the assignee to any other person. Failure on the part of the assignee to respect this exclusivity of usage requirement shall constitute valid grounds for the Agency Administrator to withdraw the assignee code and cause the Cargo Agency Commissioner to review the IATA Cargo Agent's IATA accreditation.
CHANGES WITHIN AN AGENCY REQUIRING IATA APPROVAL

Under the terms of the Cargo Agency Rules, Agents are required to notify the Agency Administrator of any proposed change in the ownership, legal status, name or address of their agency and such changes are subject to the provisions of Section 5 of the Cargo Agency Rules.

CHANGES OF OWNERSHIP AND/OR LEGAL STATUS

Agents are reminded that they shall not assign any of their rights or obligations under their Cargo Agency Agreement without the consent of Members. Therefore, if a change of ownership and/or legal status is proposed, notice of such change must be given to IATA at least 30 days prior to its effective date.

CHANGES OF NAME AND/OR ADDRESS

If an IATA Cargo Agent wishes to change its name or address, prior notice has to be given to the Agency Administrator in order that an application for approval of the change may be properly processed and all Members thereby advised.

The consequences of overlooking the requirements for giving prior notice could be detrimental to the continuation of an Agency's status as an IATA Cargo Agent and the importance of advising IATA of any change ahead of time cannot be overstressed.
IATA INTERNATIONAL CARGO AGENTS TRAINING PROGRAMME

The IATA International Cargo Agents Training Programme, designed and monitored by training specialists and industry experts, provides cargo agents with the necessary training to improve their competency in an ever-expanding and increasingly demanding industry.

DIPLOMA

awarded to

STUDENT NAME

who passed

IATA Cargo Introductory Course

Montreal, Month Year

Guido Guinotta, Vice President
Human Capital

THE IATA INTRODUCTORY COURSE, available in English and Spanish, reflects the most up-to-date industry developments and is designed to prepare cargo agents for the challenges of cargo industry. It is a must for all staff who have attended a comprehensive course in air cargo operations or who need to refresh their knowledge of current air cargo handling and rating procedures. This course covers the following subjects:

— Industry regulations: ICAO, IATA, FIATA
— The air cargo agency: the IATA cargo consolidator
— World geography: IATA 3-letter codes—time differences—calculation of transportation times
— Use of guides: such as the OAG Air Cargo Guide
— Aircraft types
— Handling facilities

— Air cargo acceptance
— Cargo booking procedures
— Air cargo rates and charges, application of TACT
— The Air Waybill

Persons holding the IATA Introductory Diploma are considered qualified under the terms of the Cargo Agency Conference Resolutions.

The IATA courses are based on a self-study, independent method and are available worldwide. Students may also choose to take classroom courses at more than 200 IATA Authorised Training Centres around the world. Diploma examinations are held four times per year—in March, June, September and December. An official diploma is awarded to students who successfully complete any of the courses.
THE IATA CARGO RATING AND MARKETING COURSE is open to students who have successfully completed the IATA Introductory Course, equivalent courses, or who have sufficient practical experience.

This course, available in English only, teaches students how to deal confidently with complex rating situations and is divided into the following units:

- Review of basic cargo rating principles
- Currency regulations
- Construction rates (add-on amounts)
- Combination of rates and charges
- Mixed consignments
- Unit Load Devices (ULDs)

In addition since December 2012 the training includes marketing Modules which covers:

- Trade and Trade Patterns
- The Cargo Product
- Legal Aspects
- Management
- Pricing
- The Marketing Plan
- Allotments, ULD and Bulk
- Distribution
- Handling and Quality
- Target Groups
- Advertising
- Business Logistics
- Future Trends

THE IATA DANGEROUS GOODS REGULATIONS INITIAL COURSE is annually updated to meet the requirements of the latest edition of the IATA Dangerous Goods Regulations Manual. This course is intended for students who have successfully completed the IATA/Introductory Course, equivalent Courses or who have sufficient practical experience. Persons holding the DGR Diploma obtained within the previous 2 years are considered qualified to accept and process shipments of dangerous goods under the terms of the Cargo Agency Conference Resolutions.

Topics include:

- Contents of the IATA Dangerous Goods Regulations
- Dangerous goods classes and divisions
- Identification
- Packing requirements
- Marking and labelling
- Documentation (air waybill, Shipper’s declaration)
- Radioactive materials
- State and operator variations
- Checking procedures
- Excepted quantities

THE IATA DANGEROUS GOODS REGULATIONS RECURRENT COURSE is intended for persons who have already completed the IATA Dangerous Goods Regulations Initial Course or an equivalent dangerous goods course within previous 24 months and who must regularly update their knowledge in order to remain qualified under the terms of the applicable IATA Resolution.

THE IATA CARGO ENGLISH COURSE is intended for airline staff, cargo agents and shippers or packers who wish to improve their command of the English language. Upon course completion, students will have gained a better understanding of cargo manuals, such as TACT and OAG, be able to discuss shipments and their transport, using correct terms, complete English documents accurately, and convey information precisely to English-speaking customers.

An audio compact disk is included in the course material, enabling students to learn the meaning, current usage and pronunciation of cargo terminology in the context of real industry situations.

IATA CARGO SECURITY AWARENESS

This course giving an informative overview of the aviation security threats related to cargo and will gives basic knowledge of how security measures are conducted.

The aim of this training is to prepare all staff involved in air cargo chain to understand their part in this dynamic system. As well it may provide the foundation for security personnel who have to execute cargo security functions as part of their daily routines. This course is divided into eight modules each examining a specific area of importance in air cargo security:

Major topics include:

- Threats to Civil Aviation
- Introduction to Cargo Security
- Implementing Cargo Security Measures
- Catering and Mail Security
- Crime Prevention & Security Quality Control Measures
- Recognition and Management of Threats
- Detection of Threats
- Management and Administration

IATA ELECTRONIC AIRWAYBILL (e-AWB)

This course gives an overview of the electronic air waybill (e-AWB) and provides information for the technology supporting e-AWB and for the steps for implementing of e-AWB. It is designed to prepare cargo agents for the adoption of the electronic Air Waybill following ratification of the Montreal Protocol. The course is e-learning training and a certificate can be printed immediately after successful completion of the online test.
AIR CARGO SECURITY AND ASSET PROTECTION

INTRODUCTION

The following high-level guidelines have been prepared to assist cargo agents in protecting their own cargo handling organisation against losses from theft, fraud, etc., as well as safeguarding the interests of the shippers and the airlines. Effective security measures for cargo must be maintained through the supply chain in accordance with government regulations. Further information is available in the IATA Security Manual 5th Edition.

THE SHIPPER

Where a shipper is validated as a Known Shipper/Consignor under a State national aviation security programme, both the shipper and, where relevant, the Regulated Agent conducting the validation must discharge their responsibilities properly and in accordance with that programme. Cargo must be packed to ensure safe carriage with ordinary care in handling and in such a manner that will not cause injury or damage to any persons, cargo or property. Each package (including those containing valuable cargo for which additional security precautions should be taken) should be legibly and durably marked with the name and full street address of the shipper and consignee matching the details on the Air Waybill or alternatively, referencing all component parts of the consignment. Packages must be packed in such a manner that the contents cannot be removed or tampered with without leaving visible evidence. Many shippers look upon previously used cartons and boxes as a source of potential packaging economy. If this practice is followed, the labels used for previous shipment must be removed thus avoiding possible misrouting and expensive claims against the airlines and loss of customer goodwill.

THE AGENT/FORWARDER

Great care should be exercised over the control of both documents and goods if losses are to be avoided. Of particular importance is the recently adopted Resolution 833a, Security Measures for Intended Consolidated Consignments, included in this Handbook.

Premises

Premises should be designed and equipped to deter and prevent unlawful or unauthorized access and to minimize the risk of theft, the following protective measures are recommended:

— Access should be controlled in a manner which deters and prevents unauthorized access to areas in which cargo received from a Known Shipper/Consignor, or cargo which has been security screened by a Regulated Agent, is stored;
— Such controls must also prevent unauthorized interference with this cargo;
— All doors should be equipped with adequate locks. dead bolts should be installed;
— Other possible access points to the premises, such as windows, skylights, ventilators, basement windows, etc., should be properly secured;

— Intrusion detection and alarm system should be considered;

— Closed-circuit television cameras have a tremendous effect and should be encouraged.

**Safekeeping of Valuables**

All valuables that are negotiable and are not immediately needed should be held in a bank, security deposit or a safe of sufficient size and weight. If used and where circumstances permit, the safe should be bolted to the floor and located so that it is illuminated for easy observation by night patrols. Additional security measures are as follows:

— Never create the impression that valuables are kept in the agency when the office is closed. Refrain from advising strangers the extent of your business;

— Ensure personnel have clear instructions regarding the securing of doors and activating of alarm systems when the premises are not manned;

— Ensure adequate control of all keys belonging to the premises and make certain that the locking devices do not have serial numbers exposed to normal view;

— In the case of combination locks or electronic keypads, the combination must be kept secure and where possible, changed periodically.

**Control of Vehicles**

Cargo seals should be used regularly to ascertain whether or not freight in a box type vehicle or container has been tampered with en route. Careful attention should be paid to the way in which seals are used. The following protective measures are recommended:

— Doors and shutters of vans or containers should be constructed so that they cannot be taken off without breaking the seal;

— Each seal should be identified with an individual number;

— Unused seals should be kept under lock and key and their eventual use recorded against the signature of the user;

— The seals on each van or container should be recorded against the vehicle;

— The seals on each vehicle arriving at a depot should be recorded so that any change of seals en route is discovered.

The collection and delivery of air freight consignments is usually controlled by documents which should not be left unsecured in unmanned offices.

The cause of many losses often remains unidentified due to the lack of control over clear signatures being either given or obtained at each stage of movement from the shipper through to the airline and on to the consignee. A control copy of every document should be retained and the signature obtained on the original should be checked against the control document to ensure that no unauthorized alterations have been made and that no goods remain undelivered.

**Assistance and Regulations from Law Enforcement Officers**

In some countries, national and/or local police forces have loss prevention specialists who are able to offer direct advice in respect of securing property. Where available, their assistance should be sought. Every State which has a national aviation security programme has a regulatory authority responsible for enforcement. This authority will often provide advice and guidance regarding how applicable Cargo Security Regulations must be implemented.

**In the Event of a Burglary**

In the event of a burglary, outlined below are some of the immediate steps that should be taken:

— Ensure that no one touches anything unless absolutely necessary, leaving everything exactly as it is;

— Telephone the police requesting a complete examination of the premises;

— Provide every assistance to the police, i.e. a complete description of all stolen property, description of any suspicious persons who were on the premises prior to the burglary;

— Inform all concerned of the burglary by telephone, or other appropriate means.

**THE AIRLINES**

Each IATA Member Airline has a Security and/or Fraud Prevention Representative who serves as a contact for all communications pertaining to this subject matter and who coordinates security and fraud prevention activities within his own company and with the Cargo Security Department of IATA. Should further advice be needed, contact the representative of the airline whose head office is the closest. In the event that further information is sought, the reader may also contact the IATA Cargo Security Department based in Geneva.

**CONCLUSION**

This subject matter is complex and Asset Protection requirements will vary greatly from one facility and/or location to another. The type of cargo in itself will indicate certain actions that should be taken for its protection. In any event, holding items of extraordinary value should be avoided except for the shortest possible period prior to transportation of goods between originating and receiving high value repositories and the air carrier.

Agents who are accredited as Regulated Agents under a State national aviation security programme are legally required to discharge their responsibilities properly and in accordance with that programme. The IATA Cargo Services Conference Resolutions Manual incorporates Recommended Practice 1630—Cargo Security; Attachment ‘A’ provides a Security Declaration Form. Attachment ‘B’ offers a set of guidelines for the
implementation of Cargo Security procedures. As well, Cargo Agency Conference Resolution 833a—Security Measures for Intended Consolidated Consignments, outlines further responsibilities of the IATA Cargo Agent in regards to security.

AIR CARGO AUTOMATION

BACKGROUND

The implementation of computer systems by airlines, agents and customs will continue to increase rapidly over the next few years. Some of these partners invest in automated equipment for the first time. Many will buy their second- or third-generation systems in the light of updated technology and experience. In some countries the introduction and use of computers has been much more rapid than in others. In many locations, cargo community systems have been developed which include many common interface functions.

Computerised systems are developed and implemented to meet the commercial and economic objectives of a company. However, in the air cargo industry, no company can act in isolation since the movement of every shipment is of interest to many different parties. Just as the goods physically move from hand to hand, so too is the information concerning those goods.

Within one company, a computer will help to calculate, control, track, collate and provide information. However, in exchanging data and information with another party in the transportation chain, the company will normally continue to receive and process paper documents. These include House Air Waybills, Commercial Invoices, Export/Import Permits, Delivery Notes, Manifests etc.

The thrust of automation in the next few years will be to link all parties together so that electronic information will replace paper as the primary source of consignment information. This is more so today as Customs Administrations start to institute new rules calling for the advance electronic transmission of cargo data prior to flight arrival.

THE OBJECTIVE

The objective of automation is two-fold. Firstly, to satisfy customer requirements and eliminate delays to the movement of cargo throughout the transportation cycle. Any reduction in total handling time will have a beneficial effect on present costs. Secondly, the introduction of airline reservations, tracking and automated air waybill issuance at the agents premises will allow the traditional air cargo agents to narrow the gap between their services and those of the integrated carriers and provide a seamless service.

This objective is achievable in many locations. The technology is available and research and implementation in many locations has been undertaken. However, in some areas, this is still a new idea which needs not only the advanced technology of computers and switching systems, but also calls for new relationships and new organisations to bring it about.
THE CARGO COMMUNITY SYSTEM

A cargo community is generally considered to consist of some or all of the following:
- Airlines, scheduled and non-scheduled;
- Air freight forwarders and agents;
- Customs brokers;
- Customs authorities;
- Ground handling companies;
- Other government agencies;
- Airport authorities.

In general terms, the role of a cargo community system (CCS) is to improve communications, through the use of computers, in the movement of goods. It is implicit that discussion and consultation are necessary to achieve progress to meet the changing needs of a cargo community.

Its ultimate objective is movement of goods from shipper to consignee as quickly as possible. Other objectives of a CCS system include economies in individual processes by using shared data, faster ground handling and reduced dwell times thereby enhancing the value of the air cargo product. It should also lead to handling of increased volumes of cargo while reducing storage space requirements, increasing terminal throughput and avoiding additional investment in buildings and land. In short, increased efficiency, improved productivity and reduced costs are the benefits which accrue to all participants in the trading community.

There are presently many CCS's in operation worldwide, offering airline/forwarder/customs connectivity and new services to the air cargo industry.

It is essential that organisational issues be resolved early in the planning process of a CCS. This ensures that all points of view are considered before development becomes so advanced that it is difficult to change.

Implementation of CCSs is often locally arranged. However, such local agreements often have far-reaching international ramifications. Since Members of IATA operate international services, their interests are, by necessity, international. Many freight forwarding agencies are also international organisations or have close overseas connections. On the other hand, airport authorities and, more significantly, customs authorities have only national or even local interests. This results in a need to deal with authorities which can be as different and individual as their national interests demand.

From an airline point of view, it is essential to take a network or international perspective, and try to achieve simplification and standardisation on a world-wide basis.

The information exchange can be simplified by the use of standard messages, avoiding costly ‘black-box’ interfaces for individual locations where such links are thought to be necessary.

Many airlines are in a unique position in the development of cargo community systems. As operators of worldwide networks, and having developed automated systems for the control of air freight with connections to other community systems, they have had to develop standard interfaces. As a result, they are able to bring a global perspective to such developments.

THE ENVIRONMENT FOR DEVELOPMENT

To achieve the objectives of a community system, the following requirements need to be met:

1. An understanding among all participants, at all management levels, that the development of interface communications requires all participants to have a standard EDI language of data elements and messages.

2. The development of community or local system projects needs the cooperation of all participants, and an investment of time, personnel and finances to achieve practical, cost-effective systems.

STANDARDISATION OF DATA ELEMENTS AND MESSAGES

A message is a structured block of information which is passed from one computer to another. A computer can be programmed to automatically structure, send and receive a message to or from another computer. This is why it is important that all parties—agents, airlines, customs and others—agree on the use of standard data elements and message formats; standardised data elements and messages are the life-blood of EDI (electronic data interchange).

Airline standard data elements and messages are published in the IATA Cargo-IMP Manual, under the authority of the Cargo Services Conference. Wherever possible, standards are also coordinated with others in the international trading community through their representative agencies such as the UN/ECE, the World Customs Organisation (WCO) and FIATA, through the IATA/FIATA Consultative Council.

There are currently two standards for messages used in community systems that have received the endorsement of agents, airlines and customs. New community system developments will be based on these standards. These are the airlines’ Cargo-IMP messages and the UN/EDIFACT standards. IATA and its Member airlines are working within the UN/EDIFACT message development structure to achieve the results the industry needs and to maintain and publish the Cargo-Fact manual.

INFORMATION EXCHANGE

Agents and airlines use their systems to communicate between origin and destination. In the transportation of cargo, it is also often necessary to exchange consignment information between different parties, e.g.:
- export agent—airline—import agent;
- airline—airline;
- airline—handling company;
- airline—customs;
- export/import broker (agent)—customs;
- agent—agent.
Since all of these parties have different computers, systems and procedures, there is an obvious challenge in making electronic information exchange work in practice.

THE INFORMATION FLOW

The information contained on the air waybill is needed by all participants in the carriage of the goods and by customs in order to release the goods. The air waybill data therefore becomes the foundation on which a cargo community system is developed—the means through which this information is communicated to all who need it.

If the original air waybill data is captured electronically, for example in an agent's computer, it should be easily and quickly accessible to anyone else who needs it. It is suggested that IATA Resolution 600a (The Air Waybill), Recommended Practice 1600r (Air Waybill—Validation of Data Format), the Cargo-IMP Manual and the Cargo-FACT Message Manual are helpful references for anyone developing systems for the automated issuance of air waybills. Other publications have been, and are being developed by IATA to further assist in this process.

Functions based on air waybill data include:

- airline space reservations;
- consignment data interfaces/exchange;
- consignment tracing/tracking;
- sales reporting; and
- internal management reports and statistics.

IATA is committed to full cooperation with all interested parties to achieve the coordinated development of cargo automation information exchange. The following areas, in particular, are considered critical:

- Standardisation of data elements and messages to meet all system interface requirements;
- Automated exchange of air waybill data;
- Electronic interface between airlines and agents;
- Electronic interface with customs authorities; and
- Development of economic, cost effective cargo community systems.

AGENT—AIRLINE INFORMATION BAR CODING APPLICATIONS

A key to efficient flow of information, and to maximization of EDI benefits, is automatic data capture and shipment identification through bar coding. To help facilitate wider use of bar coding within the air cargo industry IATA has, in coordination with FIATA, developed a ‘universal’ bar coded label standard. This standard defines the dimensions, layout and data content and format for cargo labels—which can be applied by airlines and forwarders alike. It thereby provides significant efficiencies and cost savings through standardization of equipment, paper stock and handling procedures. The specification is published under Resolution 606. Guidelines for the use of the bar coded label are published in the Bar Coded Label Handbook.
INTERFACE WITH CUSTOMS

Because of the large volume of air freight, many airlines have already realised that they need to make maximum use of computerised control systems. This is essential in order to minimise the number of documents which have to be produced, handled and stored.

Customs authorities in many countries have taken the initiative in developing automated systems for their control and processing functions. Customs requirements are frequently the same, yet the procedures for complying with them are just as frequently unique to each country. This led to initiation of a Joint Project of IATA and the Customs Cooperation Council as early as 1983.

Customs authorities' automation efforts have brought them to recognise the value of standardisation. As a result, the CCC/IATA Project was established and has resulted in:

- Signature of a Memorandum of Understanding between the two organisations;
- Adoption of a Recommendation in the CCC regarding the interchange of data between customs authorities and air carriers;
- Adoption of a Resolution by the IATA Cargo Services Conference regarding interchange of data between air carriers and customs authorities.

The United States Customs and Border Protection Agency’s for the Advance Presentation of Electronic Cargo Information came into force in 2004. Canada and India have similar legislation effective in 2006. Member countries of the World Customs Organization (WCO) have committed to the implementation of the WCO Data Model where possible. Cargo Automation and IATA’s e-freight initiative will play a major role in ensuring that airline members and their forwarder/intermediary partners meet these requirements.

INTERFACE WITH POSTAL ADMINISTRATIONS

A large amount of mail is transported by air. Just as the Customs authorities have realised the benefit of the automated exchange of standard messages, so too have many of the Postal administrations. The Members of IATA and the Universal Postal Union (UPU) have been working cooperatively in this regard with the following results:

- Signature of a Memorandum of Understanding between the two organisations;
- Adoption of a Resolution by the IATA Cargo Services Conference regarding interchange of data between air carriers and postal administrations;
- Adoption of a Resolution by the IATA Cargo Services Conference regarding interchange of data between air carriers and customs authorities.

The Joint Postal Administrations/Airlines Electronic Data Interchange Manual, which includes EDIFACT messages for use in system to system exchange of airmail information.

For further information on the work of IATA and its Member airlines on automation developments in the air cargo industry, please contact Global Head of Cargo at the IATA office in Geneva.
IATA DANGEROUS GOODS REGULATIONS

The international transport of dangerous goods by air has been regulated since 1956. In 1984 the International Civil Aviation Organization assumed this responsibility under Annex 18 to the Chicago Convention on International Civil Aviation and its accompanying Technical Instructions for the Safe Transport of Dangerous Goods by Air. The ICAO requirements are now mandatory for all 190 ICAO member countries.

IATA continues to publish the Dangerous Goods Regulations in order to provide the user with a single document that includes full details of the regulatory requirements of ICAO and the airlines’ operational requirements. These include a complete list of operator variations, a prescribed form for the Shipper’s Declaration, and full details on packaging specifications and testing. The Dangerous Goods Regulations, officially recognised by ICAO as the field document for the transport of dangerous goods by air, are fully compliant with (and in some cases are more restrictive than) the ICAO Annex 18 and the Technical Instructions for the Safe Transport of Dangerous Goods by Air.

The responsibilities of Cargo Agents and Freight Forwarders are spelled out in the IATA Dangerous Goods Regulations (DGR). DGR Reference 1.3.3.6 states that before a consignment is offered to an airline for shipment, the shipper, freight forwarder and cargo agent must:

• ensure the dangerous goods are in full compliance with the Regulations;
• segregate dangerous goods contained in Consolidations from goods which are not subject to the Regulations and offer them separately;
• ensure that dangerous goods are not loaded in a unit load device, other than those permitted under DGR 9.1.1.1; and
• for all consignments, check documents and the exterior of packages for indications of hidden hazards.

This last requirement is to prevent undeclared dangerous goods from being carried by air, since they are the cause of the majority of dangerous goods incidents and accidents reported to the authorities. The common Air Waybill descriptions that often conceal dangerous goods are listed in DGR 2.2. Such items as Household Goods, Laboratory Testing Equipment, Company Material, Samples for Testing, Medical Supplies and many others. Markings on the outside of packages often give a clue as to possible dangerous goods hidden inside.

The IATA Regulations spell out in simple terms how dangerous goods are defined and classified into nine hazard classes, including Explosives, Compressed gases, Flammable liquids and solids, Oxidizing materials, Toxic substances, Radioactive materials, Corrosives and those materials which do not readily fall into these classes.

Over 3,000 articles and substances are listed showing their UN numbers, proper shipping names, hazard classes, subsidiary risks, hazard labels, packing groups, packing instructions and quantities permitted on passenger and cargo aircraft.

The List does not cover every individual substance as this would be clearly impossible, particularly as a considerable number of new chemicals are developed and offered for transportation each year. To cover this, a number of generic (not otherwise specified) entries are included in the List. For example, if a substance is not specifically listed by name, the shipper must determine its hazard class, and may then use a ‘n.o.s.’ designation such as ‘Flammable Liquids, n.o.s.’. N.o.s. entries are also included covering substances having more than one class hazard such as ‘Flammable liquid, Toxic, n.o.s’.

The Regulations detail the shipping documentation requirements including instructions on the completion of the Air Waybill and the Shipper’s Declaration. It is important to note that only persons who have undertaken appropriate dangerous goods training may sign the Shipper’s Declaration for Dangerous Goods.

Each dangerous goods package must carry the correct ‘Hazard Class Label(s)’ and it is of interest that these labels are also used for all other modes of transportation. Other package markings are required as specifically stated in the Regulations.

Apart from other hazardous shipments, radioactive materials are regularly offered for air transportation and the basic rules, which have been adopted by all transport modes, including the air mode, emanate from the International Atomic Energy Agency. In addition, the special conditions which apply to the air mode such as pressurization, rapid temperature changes, vibration, separation distance requirements, etc., have all been covered in the IATA Regulations. A list of UN Specification Packaging Suppliers is provided to assist shippers and agents to locate sources of such packagings worldwide. Governmental competent authorities are listed, where users of the Regulations can obtain assistance in classification and other aspects of shipping dangerous goods by air.

The International Civil Aviation Organisation and IATA (in DGR 9.5.4) require that sufficient notices, prominently displayed, are provided at cargo acceptance points, giving information about the transport of dangerous goods. This is intended to promote awareness of dangerous goods in the shipping community. ‘Have you declared it?’ posters may also be obtained from IATA offices.

Third-party organisations offering IATA accredited, industry-recognised, dangerous goods training, meeting the requirements of Resolutions 801, 803, 805 and 809, are also listed.

These IATA Dangerous Goods Regulations are a ‘must’ for all concerned in the transportation of dangerous goods by air, including carriers, agents, forwarders, consoli-dators, governments, shippers and manufacturers. It is important that the current edition should always be used, since many revisions and additions appear in each new annual issue.
The Regulations are printed in English, Chinese, French, German and Spanish and may be obtained by contacting the IATA Customer Services Department in Montreal. In addition a Japanese language edition is produced under licence.

DANGEROUS GOODS IN ELECTRONIC FORMAT (eDGR)

The eDGR is a single user application of the IATA Dangerous Goods Regulations available on both CD-ROM and USB key. The eDGR contains all information currently available in the printed book and in addition has search, sort and report features.

The eDGR allows you to:
- Search the entire textual content of the IATA DGR manual. View the search results in a familiar web style. The search can also be triggered from the index and from a text selection for even faster results;
- Search the list of dangerous goods (Table 4.2), sort the table and produce detailed report that set out all of the requirements applicable to an entry, with full hyperlink and print support;
- Create bookmarks (also commonly known as “favourites”) to frequently visited sections and to sections of particular relevance to your needs. UN Number Reports can now be bookmarked as well;
- Customize your IATA DGR software by activating bookmarks as navigation tabs. Enable direct and immediate access to content areas that you refer to most by adding them to the main navigation tabs, including UN Number reports.

For more information on all IATA DGR solutions please visit www.iata.org/dgr
IATA LIVE ANIMALS REGULATIONS

The public at large is concerned about animal welfare. Airlines, shippers and intermediaries involved in the transportation of live animals have a vital interest in the animals reaching their destinations safely and in good health.

IATA began to review the conditions of safe and humane animal transportation in 1967 and established the Live Animals Board to develop international standards. The IATA Live Animals Regulations (LAR) was first published in 1969 as an industry guideline for air transport. Because recommended practices were not always complied with by parties involved in transporting animals, IATA members agreed to adopt the LAR as an industry standard under CSC Resolution 620 in 1974.

While IATA encourages all parties to comply with the LAR, it realises the important role of governments in the implementation of IATA standards on a global basis. Through IATA’s lobbying efforts, many countries, including member states of the European Union and the United States of America, have adopted either part or the whole of the LAR as the law for animal transportation. In addition, pursuant to the United Nations conservation initiative, the Parties to the Convention on International Trade in Endangered Species (CITES) have resolved to discourage all Parties to implement IATA standards for the export and import of endangered species. In June of 2007 the Convention in international trade of endangered species of wild fauna and flora have accepted the Perishable Cargo Regulations (PCR) manual and the Live Animals Regulations (LAR) manual as the standard of use for CITES protected species when transporting live specimens. This recognition applies to the 172 countries that are party to the Convention and to all stakeholders involved in the transportation logistics thereof.

The Live Animals & Perishables Board meet to review and update the LAR. Officials from the UK, US, France, New Zealand and Canada are regular observers at the Board meetings.

The LAR is published annually on October 1st in English, French and Spanish.

To ensure that animals, passengers and planes always travel in safe, healthy and humane conditions, all persons who ship, accept, handle or load animals must be familiar and competent with the specific requirements of the IATA Live Animals Regulations. An increasing number of countries have adopted or accepted these regulations as part of their national legislation. Shippers are warned that shipping live animals in violation of the Regulations may constitute a breach of the applicable law and may be subject to legal penalties.

LIVE ANIMALS REGULATIONS CD

In addition to a hard copy manual, the IATA Live Animal Regulations is also available on CD-ROM.

The CD allows you to:

• find brand new live animal classification information combined with container construction requirements;
• obtain airline cargo contact information relating to sales, cargo operational aspects such as warehouse delivery information;
• view airline offered services in relation to live animal transportation from dedicated web pages;
• obtain an instant report tailored to single animal species and share it with your clients;
• instantly view operator and country variations on file with IATA;
• follow links to regulatory agencies that give further information about live animal transportation, such as for example the EU, without leaving the CD user interface.
PERISHABLE CARGO REGULATIONS MANUAL (PCR)

The purpose of the Perishable Cargo Regulations Manual (PCR) is to provide guidance to parties involved in the bringing to the market of “Perishable” goods, with an emphasis on the air mode.

In the 28th Cargo Services Conference it was decided by IATA member airlines to use the Perishable Cargo Regulations Manual as the standard applicable for the acceptance, packing and handling of perishable goods. This has been captured in the Cargo Services Conference Resolution 622 and is applicable to all IATA member airlines. In June of 2007 the Convention in international trade of endangered species of wild fauna and flora have accepted the Perishable Cargo Regulations (PCR) manual and the Live Animals Regulations (LAR) manual as the standard of use for CITES protected species when transporting live specimens. This recognition applies to the 172 countries that are party to the Convention and to all stakeholders involved in the transportation logistics thereof.

The scope of this manual has to do with the monitoring of safety aspects throughout the distribution chain in order to safeguard and preserve the inherent qualities of the goods being shipped. It is a reference manual for all parties involved in the packaging, handling and acceptance of perishables and provides producers, growers, transporters, agents and manufacturers alike with criteria and procedures to fully exploit the benefits and advantages offered by air transport. Clinical or bio-medical shipments have an intimate need for a temperature controlled environment and are therefore also part of this manual. Endangered and from trade protected Flora are further detailed in the dedicated CITES chapter.

Product “marketability and traceability”, HACCP and Codex-alimentarius related principles will provide guidance towards import, transit or export activities. Traffic flow improvement, customer service and the various facts of the different interfaces and environments involved are further detailed in this manual. The content thereof is based on the experience of a number of major airlines, shippers, agents and scientific data supplied by research institutions that work closely with IATA.

The most current edition (7th) of the Perishable Cargo Regulations, features a new chapter on air transport logistics for temperature sensitive health care products. It aims at informing users of global regulatory requirements in terms of cold chain management and good distribution practices. Freight forwarders and carriers alike will discover new active and passive packagings as well as draft standard operating procedures forms for use when dealing with pharmaceutical companies. The PCR is updated by the IATA Live Animal and Perishables Board and is published in English.

PERISHABLE CARGO MANUAL CD

In line with nowadays customer expectations, IATA produces a Perishable Cargo Manual CD that is updated annually.

The CD allows you to:
- find brand new perishable classification information;
- obtain airline cargo contact information relating to sales, cargo operational aspects such warehouse delivery information and airline offered services in relation to perishables from dedicated web pages;
- obtain a perishable report tailored to single commodities and share it with your clients;
- instantly view operator and country variations on file with IATA;
- follow links to regulatory agencies that give further information about perishables without leaving the CD user interface.
UNIT LOAD DEVICE (ULD)

ULD are a key component in improving the efficiency of cargo and baggage handling at airports. Within the air cargo industry, the ubiquitous ULD now reaches deep into the supply chain—in some cases right from shipper to consignee—literally being the link that keeps the whole air cargo supply chain together.

As the air transport industry refines its service to its passengers and air cargo customers, it becomes ever more imperative to ensure that ULD perform their intended function of streamlining aircraft receipt and dispatch. To be able to do this, ULD must be designed and manufactured to exacting specifications and maintained in an airworthy condition. For this reason IATA established the ULD Technical Panel (ULDP) and publishes the ULD Technical Manual which contains vital information regarding specifications and handling of ULD.

Incorrect specification, design and handling of ULD can result in situations where the ULD and its load can cause delays and even severe damage—to the aircraft, the cargo, the ULD, and the ground handling equipment. In these situations there is also an increased exposure of staff to injury. In many air cargo routings it is necessary for the ULD to be interlined between different aircraft and/or airlines. The ULD Technical Manual addresses these considerations with recommended practices to ensure the smoothest possible operation.

To facilitate the application of common standards for the handling of ULD, the ULDP participated in the development of ULD audit points for inclusion into the IATA Safety Audit Ground Operations (ISAGO) programme which applies to ground handling agents. In addition, the ULDP is proceeding with the promotion of the ULD Care Charter which is to be released within the coming months in which progressive members of the greater air transport industry can indicate their support for, and commitment to, an improved operating environment for ULD.

ULD are a valuable commodity, for this reason any time that a ULD is interlined the ULD owner needs to be able to track the location of the ULD to ensure that the ULD can be accounted for at all times. To manage this tracking process a considerable number of IATA member airlines have formed the Interline ULD User Group (IULDUG) that manages this logistical issue through the use of specifically developed system that traces the use of the members’ ULD across the different sectors of the air cargo supply chain.

Both the ULDP and IULDUG are supported by members of the IATA Strategic Partnership Programme—particularly those involved as suppliers to the ULD industry. Important as this participation is to the groups, participation is also sought and encouraged from the broader airport, ground handling, and surface transport sector.

For more information, please contact

Steve Savage
Manager—Cargo Standards/ULDP Secretariat
Tel +1-514-874 0202 Ext 3264
uld@iata.org

THE CARGO ACCOUNTS SETTLEMENT SYSTEMS—CASSlink

www.iata.org/customer-portal/Pages/index.aspx

http://www.iata.org/services/finance/Pages/cass.aspx

INTRODUCTION

IATA has established and operated Cargo Accounts Settlement Systems for over 30 years ago with the objective of simplifying the reporting of cargo sales and settling of accounts between cargo intermediaries and carriers.

The system has evolved since then and now operates through an advanced global web-enabled platform known as CASSlink with common operational features providing airlines with a truly global solution for the billing and settlement of their sales revenues. Today IATA runs 92 operations worldwide, 84 Export and 8 Import, covering:

- 84 countries around the globe
- settlements in excess of US$ 25 billion
- More than 18 million UTP’s processed (AWB’s and correction notices)

With the help of CASSlink, IATA’s Cargo Distribution effort aims to expand its CASS network to a significant number of additional cargo markets enabling carriers’ full coverage of our service.

ADVANTAGES OF CASS

CASS yields a two-fold solution as it replaces airlines traditional paper based invoicing in one-side and agents’ traditional clerical functions of receiving and manually controlling those invoices on the other. Upon the implementation of a CASS operation an IATA “Settlement Office” is established locally ensuring carriers and agents an array of benefits:

- streamlined invoicing and collection of sales revenues processes performed by IATA’s neutral settlement office;
- invoices are produced and distributed electronically to all parties eliminating any risk of loss or fail to deliver;
- agents pay one amount covering payment to all carriers; carriers receive one amount covering payment from all agents;
- enhancement of financial control and improvement of cash flow as the CASS rate of success in collecting funds is virtually 100%;
- risk of default is greatly reduced as irregularities are handled centrally by the CASS office;
- unbiased management of disputes leading to a more transparent practice and smoother process;
- cost is shared on an equitable basis among all participating carriers.
TRADITIONAL SETTLEMENT OF ACCOUNTS

Export airfreight normally reaches airlines via cargo agents. Agents collect freight charges from shippers for payment over to carriers. Certain carriers require that agents report sales made on their behalf in certain markets. Other carriers may produce invoices to their agents for those sales. Agents work with many carriers and carriers accept consignments from many agents. Each carrier receives a report from, or prepares an invoice to, each agent individually.

These redundant reports and invoices must be checked and consolidated and payments have to be made individually. This traditional administrative approach towards cargo billing is costly and represents a major burden on both airlines and agents alike.

CASS EFFICIENT OPERATION

With today's technology CASSlink has simplified the billing-settlement cycle turning it into a dynamic process. Once an operation is set to go "live" the IATA local office enables the system with local parameters such as airlines and agents' full name and addresses, current exchange rates and etc. Airlines generate electronic records of all AWB's issued by their agents in a pre-specified format called "billing file". The carrier then uploads billing files into CASSlink on specific dates following an agreed processing schedule (although there is trend to encourage daily uploading of Processing schedules determine deadlines for billing file submission by the airlines, processing of those files by the settlement office and distribution of electronic output to both airlines and agents).

Once billing files are processed the system generates an output comprised of invoices and billing statements. Each agent receives an invoice is respect of each carrier it works with, and a statement indicating the total amount due to all carriers. Each carrier receives the reciprocal set of accounting documents. Because this output is electronically stored in a web-enabled system both airline and agent may grant access to people of various departments (sales, operations and finance) while its access requires a simple Internet connection.

An additional feature of CASSlink is the overnight processing of all files received enabling agents to preview billed items on a daily basis.

Agents and carriers further benefit from this dynamic system specially when a dispute arises between them, as CASSlink facilitates the handling of on-line corrections.

CASS MODES

Although almost all CASS operations are relate to Export freight only, Import & Terminal Charges (ITC) and Domestic billing services are offered in some countries. CASS ITC is operational in Brazil, Germany, Great Britain, Hong Kong, Italy, Japan, Morocco and United Arab Emirates. The CASS ITC participation rules were reviewed in 2017 for a new model endorsed by CACConf to facilitate billing between Delivering Companies (Ground Handling Agents and self-handling Airlines) with their customers. The new CASS ITC model will be implemented in current and new operations, starting 01 October 2017.

CASS IMPLEMENTATION

In principle any country can host a CASS operation as long as there are airlines and freight forwards willing to support and bear the cost of running it. Traditionally, IATA would expect airlines to manifest interest for any given market whereas today there's a growing need to expand the CASS network. Therefore, new operations are now being more actively sought.

Upon the identification of a potential country, IATA will conduct an assessment of the local market to define its size in terms of players, sales volumes and number of AWB's issued there. Meetings with national associations of forwards and civil aviation authority are encouraged in order to ensure wider industry support. Based on these findings a business case is prepared and presented to the airlines locally, which must confirm participation. After that, this report is presented to the CASS Policy Group represented by twelve carrier members for its final and official endorsement.

IATA normally establishes or has established an office prior to a CASS implementation. But in order to be cost efficient some operations are run as an extension of a larger one. CASS-Nordic, for example, manages four countries from a Sweden-based IATA office.
AIRLINE AND AGENT PARTICIPATION

Airlines and their GSSA’s may choose whether or not to join any given operation. Yet each airline participation is so vital for an operation’s success that IATA will seek to maximize the number of participants. Accredited agents on the other hand are incorporated automatically whenever an operation is set to go live. Non-IATA agents may join CASS by simply signing an “associate agreement” with IATA.

COST OF PARTICIPATION

Airline Members pay a fee of USD 2,500.00 each time they join a new operation. Non-member airlines and GSSA’s (regardless of the number of airlines they represent) pay USD 3,500.00 plus an annual fee of USD 500.00.

In addition to that, airlines pay a fee on the transactions (SCU charge) meant to cover the IATA’s cost for running that specific operation.

IATA agents have no cost for being part of CASS whereas non-IATA agents or CASS Associates are expected to pay an annual fee set locally to help fund the operation.

How to Contact Us:

For information regarding CASS operations, please contact:

IATA - International Air Transport Association
Financial Distribution Services
Route de l’Aéroport 33
1215 Geneva—Switzerland
www.iata.org/cs

AIR CARGO CLAIMS PROCEDURES

Uniform principles and practices for the handling of air cargo claims must be observed whenever claims between carriers and Intermediaries or their customers pertaining to loss, or damage, or delay to shipments, etc. are processed.

The Warsaw Convention and in some countries the Montreal Convention and its pertaining Protocols and the Conditions of Contract (IATA Resolution 600b paragraph 10.1 to 10.1.3—on the reverse side of the AWB) stipulate time limits in regard to the lodging of claims.

Damage—Visible damage has to be registered upon delivery in the delivery receipt, or immediately after discovery of the damage to the goods in writing, holding the carrier liable within fourteen (14) days from receipt of the goods. Furthermore, the carrier (or its handling agent in charge) upon request at the time of delivery has to issue a Cargo Damage Report (CDR).

Delay of Goods—A complaint must be submitted in writing within twenty-one (21) days of the receipt of the goods.

Non-delivery of Goods—A complaint must be submitted in writing within one hundred and twenty (120) days from the date of the issue of the AWB.

The claimed damage(s) has to be substantiated and suitably evidenced by documents such as AWB copy, Cargo Damage Report and invoices, which must be submitted to the airline within a reasonable period of time.

Any rights to damages against a carrier shall expire unless an action is brought within two years from the date of arrival at the destination, or from the date on which the aircraft ought to have arrived, or from the date on which the transportation stopped.

In some countries or for certain airlines it may be mandatory, or at least advisable, to effect all submissions by registered and confirmed mail.

The above are guidelines only and it is recommended that further information be sought from the airline(s) involved in respect of any claim.

CHARGES & WEIGHTS

The following paragraphs are extracts from rules and Resolutions of the IATA Tariff Co-ordinating Conferences (TCC) and those Member airlines of IATA having elected to participate in the TCC activities. They can be identified from the IATA membership list reproduced later in this Handbook.
USE OF IATA LOGO

An IATA Registered Cargo Agent may use the logo on its letterhead and publicity materials exactly as illustrated here. No other form of IATA logo is authorised for Agent use.

The use of the logo is permitted only in connection with activities of an IATA Cargo Agent in the country of registration.

Instructions for printers, artists and engravers are coordinated through the IATA Montreal office. Please address your request to the respective IATA Accreditation Manager in Geneva, Miami or Singapore.
RESOLUTION 049a (TCC)*
APPLICATION OF CHANGES IN RATES

CTC1(02)049a  Expiry: Indefinite
CTC2(02)049a  Type: A
CTC3(02)049a
CTC12(02)049a
CTC23(03)049a
CTC31(02)049a
CTC123(03)049a

RESOLVED that, air cargo rates shall be the published cargo rates in effect on the date of issuance of the Air Waybill by a TC Member, including its agent.

RESOLUTION 502
LOW DENSITY CARGO

CTC1(02)502 (amended)  Expiry: Indefinite
CTC2(02)502 (amended)  Type: B
CTC3(02)502 (amended)
CTC12(02)502 (amended)
CTC23(03)502 (amended)
CTC31(02)502 (amended)
CTC123(03)502 (amended)

RESOLVED that,

1) except as provided in Paragraph 2), consignments the extreme dimensions of which average more than 6,000 cubic cm (366 cubic in) per kg (166 cubic in per lb) shall be charged for on the basis that each 6,000 cubic cm (366 cubic in) equal one kg or 166 cubic in equal one lb, the resulting equivalents in kg or lb to be rounded up to the next higher full/half kg or full lb.

2) the method of establishing the cubic volume is as follows:

a) the cubic volume (cubic dimensions) shall be established by applying the greatest height, the greatest length and the greatest width of the consignment or its packages;

b) in using linear measurements to obtain cubic measurements, a half or larger fraction of a cm/in shall be rounded up to the next higher whole cm/in, a smaller fraction shall be rounded down to the next lower whole cm/in.

3) This Resolution shall not apply to/from Australia.

GOVERNMENT RESERVATIONS

INDIA

For cut flowers and live plants the density ratio of 7000 cu.cm will apply in India. (11.2.82)
RESOLUTION 509 (TCC)*

CHARGES FOR DISBURSEMENTS

CTC1(10)509 (amended) Expiry: Indefinite
CTC2(11)509 (amended) Type: B
CTC3(10)509 (amended)
CTC12(15)509 (amended)
CTC23(12)509 (amended)
CTC31(10)509 (amended)
CTC123(12)509 (amended)

RESOLVED that,

1) subject to the conditions of Resolution 614, the following charges for collection of disbursements shall apply

2) a charge of 10%, but not less than USD 20, (except in Brunei Darussalam 10%, but not less than BND 50 and except in Singapore 8%, but not less than USD 17) shall be made for collection by a TC Member from the consignee of a disbursement which shall not be in any case in excess of the air freight charge indicated on the Air Waybill, except that when the air freight charge is less than USD 100, disbursements of up to USD 100 (up to USD 300 in Hong Kong SAR) shall be permitted

3) for traffic to Zambia the maximum amount(s) of any disbursement shall not be more than USD 100

4) such charge shall accrue to the issuing carrier

5) TC Members shall not undertake to collect any amount(s) in a country for which local agreement has been reached not to accept charges collect consignments

6) notwithstanding the amounts in US Dollars mentioned above, the local currency amounts shown in Attachment ‘A’ shall apply in the countries listed therein

7) this Resolution shall not apply for traffic to Algeria

8) this Resolution shall not apply in ECAA (see Resolution 509e).

RESOLUTION 509

Attachment ‘A’

The following local currency amounts shall apply in the countries listed below

<table>
<thead>
<tr>
<th>Code</th>
<th>With respect to:</th>
<th>Code</th>
<th>With respect to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia AUD</td>
<td>80 35</td>
<td>Eritrea USD</td>
<td>81 16</td>
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<tr>
<td>Canada CAD</td>
<td>130 32.50</td>
<td>Ethiopia USD</td>
<td>81 16</td>
</tr>
<tr>
<td>Eritrea USD</td>
<td>81 16</td>
<td>Japan JPY</td>
<td>25,000 5,000</td>
</tr>
<tr>
<td>Ethiopia USD</td>
<td>81 16</td>
<td>Korea (Rep. of) KRW</td>
<td>129,000 25,800</td>
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<td>Japan JPY</td>
<td>25,000 5,000</td>
<td>Malaysia MYR</td>
<td>282 57</td>
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<td>Namibia NAD</td>
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<td>New Zealand NZD</td>
<td>190 37</td>
</tr>
<tr>
<td>Saudi Arabia SAR</td>
<td>375 75</td>
<td>South Africa ZAR</td>
<td>600 120</td>
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<tr>
<td>South Africa ZAR</td>
<td>600 120</td>
<td>Thailand THB</td>
<td>4,000 800</td>
</tr>
</tbody>
</table>

* Applicable only in respect of Members who have elected to participate in Tariff Coordinating Conference activities.
**RESOLUTION 512c (TCC)**

**CHARGE FOR PREPARATION OF AIR WAYBILL**

CTC1(02)512c (amended)  
CTC2(02)512c (amended)  
CTC3(02)512c (amended)  
CTC12(02)512c (amended)  
CTC23(03)512c (amended)  
CTC31(02)512c (amended)  
CTC123(03)512c (amended)  
CTC124(03)512c (amended)  

**RESOLVED that,**

1) a documentation charge shall be made when the TC Member or its Agent (e.g. IATA Cargo Agent or General Sales Agent) issues or completes the Air Waybill; provided that where the Air Waybill is issued and completed accurately by such Agent, including itemisation of costs and completion of the charges box, the Agent shall be entitled to retain such charge.

2) the documentation charge may be collected from the shipper or consignee.

3) except as shown in Attachment A the documentation charge shall be
   a) USD 15.00 in TC1 (except in Canada, USA), TC2 and TC3
   b) XOF 4,000 in Guinea/Gabon

4) this Resolution shall not apply in ECAA (see Resolution 512e)

**RESOLUTION 512c**

**Attachment ‘A’**

The documentation charge in the countries listed below shall not be less than the amounts shown

<table>
<thead>
<tr>
<th>Country</th>
<th>Code</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Algeria</td>
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<td>Benin/Burkina Faso/Côte</td>
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<td>Bosnia and Herzegovina</td>
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<td>Brunei Darussalam</td>
<td>BND</td>
<td>15</td>
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<tr>
<td>Cameroon</td>
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<td></td>
</tr>
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<td>Central African Republic/Chad/Congo (Brazzaville)/Equatorial Guinea/Gabon</td>
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<td>4,000</td>
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<td>China (excl. Hong Kong SAR and Macao SAR)</td>
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<td>India</td>
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<td>Macedonia (FYROM)</td>
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<td>Malawi</td>
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<td>Nigeria</td>
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<td>Papua New Guinea</td>
<td>PGK</td>
<td>25</td>
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<td>Romania</td>
<td>USD</td>
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<td>Montenegro</td>
<td>EUR</td>
<td>10</td>
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<td>SGD</td>
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<td>South Africa</td>
<td>ZAR</td>
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</tr>
<tr>
<td>Sri Lanka</td>
<td>USD</td>
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<tr>
<td>Tanzania</td>
<td>USD</td>
<td>5</td>
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<tr>
<td>Thailand</td>
<td>THB</td>
<td>40</td>
</tr>
<tr>
<td>Yemen</td>
<td>YER</td>
<td>2,450</td>
</tr>
</tbody>
</table>

* Applicable only in respect of Members who have elected to participate in Tariff Coordinating Conference activities.
GOVERNMENT RESERVATIONS

CANADA

Charges for preparation of Air Waybills shall not be applicable in respect of traffic to or from Canada unless specifically provided for in airline tariffs in effect and on file with the Canadian Transportation Agency.

RESOLUTION 600*

THE CONSIGNMENT

CSC(40)600 Expiry: Indefinite Type: AA

RESOLVED that, in respect of any consignment:

DEFINITION

1. As used in Conference Resolutions, the term "consignment" means one or more pieces of goods, accepted by the carrier from one shipper at one time and at one address, receipted for in one lot and moving on one shipment record or air waybill to one consignee at one destination address.

USE OF A SHIPMENT RECORD or AIR WAYBILL

2. For international carriage a shipment record as defined in Resolution 600f shall be used for each consignment, unless an air waybill in accordance with Resolution 600a is used due to applicable international treaties, national law, or as bilaterally agreed between the carrier and the shipper.

3. The consent of the shipper may need to be obtained for the use of shipment record on certain routes governed by Montreal Protocol 4 to the Warsaw Convention.

4. When a shipment record is used, the shipper may request and shall receive a receipt for the cargo (or cargo receipt) in accordance with Resolution 600g.

5. No carrier shall create a shipment record (or execute the air waybill) or carry any part of a consignment until the complete consignment has been received.

TRANSFER OF TITLE OF PROPERTY

6. No Member shall execute for a shipper and/or consignee—as a service incidental to the transportation of goods—any document intended for the sole purpose of effecting transfer of title of such goods.

* This Resolution is in the hands of all IATA Cargo Agents.
**ACCEPTANCE OF CONSIGNMENT**

7. The shipper shall be required to address legibly and durably each component part of the consignment showing the same consignee's name, address and country. These shall be the same as entered into the shipment record or as on the air waybill. Alternatively this information may be shown on one or more component parts provided that all other parts of the consignment are cross-referenced.

8. No Member shall make any additions, deletions or changes to transportation documents other than to an air carrier's shipment record or air waybill.

9. If a consignment consists in part of articles subject to the IATA Dangerous Goods Regulations, such articles must be offered separately and must be clearly indicated in the shipment record or on the air waybill in accordance with Resolution 600a.

**TRACING OF CONSIGNMENTS**

10. No Member shall trace or provide forwarding, delivery or other information for the consignment or any part thereof pertaining to circumstances occurring after delivery to the consignee named in the shipment record or on the air waybill, except in response to an enquiry initiated by a Government agency or in connection with a written claim for concealed loss or damage.

**RELEASE OF CONSIGNMENT**

11. No Member shall accept requests or instructions from a Shipper or Agent to obtain, prior to release of a consignment to the consignee, proof of payment for the goods or acceptance of a draft(s) or similar document(s).

---

**RESOLUTION 600a**

**AIR WAYBILL**

CSC(40)600a*  
Expiry: Indefinite  
Type: B

RESOLVED that:

1. For international transportation of cargo, IATA Members shall use a shipment record as defined in Resolution 600f, unless an air waybill as set forth in Attachments 'A' and 'B' hereto is required due to applicable international treaties, national law (including origin, destination or transfer point local regulations), or as agreed bilaterally by the parties.

2. The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

3. The issuing carrier is either:

3.1 in the case of an “airline air waybill”, the carrier whose form is used; or

3.2 in the case of a “neutral air waybill”, the carrier whose name, three-digit IATA airline code number, and air waybill serial number has been printed onto the document by the issuing agent or forwarder.

4. Neutral air waybills shall not be used except when completed by a computer system.

5. Proposals to amend the air waybill may be submitted to the Secretary, Cargo Services Conference at any time. Such proposals shall be circulated to all members of the Cargo Operations and Technology Board (COTB) for consideration and agreement.

6. If agreed, such proposals shall be circulated to all Members by Notice of Amendment in accordance with the procedures detailed in Resolution 601.

7. Amendments agreed to Attachment ‘A’ need not be put into effect until the time of next printing of the air waybill but in no event later than 18 months after the declaration of effectiveness of these amendments.

8. Air waybill completion examples in The Air Cargo Tariff and Rules (TACT), published separately shall be developed by the Secretariat in accordance with the procedures in Attachment ‘B’ hereto and current tariff rules.

* This Resolution is in the hands of all IATA Cargo Agents.
RESOLUTION 600a
Attachment ‘A’

AIR WAYBILL—TECHNICAL SPECIFICATIONS

1. INTRODUCTION
1.1 The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

2. MEASUREMENTS OF THE AIR WAYBILL
The outside measurements of the air waybill shall be between 208 mm (8.2 in) and 230 mm (9 in) in width and between 274 mm (10.8 in) and 305 mm (12 in) in length. The size of the boxes and their distances from the upper left hand paper edges shall be maintained exactly as shown in Appendix ‘A’.

3. DESCRIPTION OF THE AIRLINE AIR WAYBILL SET
The airline air waybill set shall be printed as specified below:

3.1 the Original 3 (for Shipper) shall have the same layout, wording and shading as specified in Appendix ‘B’;
3.2 the Copy 4 (Delivery Receipt) shall have the same layout, wording and shading as specified in Appendix ‘C’;
3.3 the Original 1 (for Issuing Carrier) and Original 2 (for Consignee) shall have the same layout, wording and shading as specified in Appendix ‘D’;
3.4 all other copies shall have the same layout, wording and shading as specified in Appendix ‘E’;
3.5 the airline air waybill shall be in a set of a minimum of eight copies and shall be marked in the order shown. Colour is optional and airlines shall accept both coloured and non-coloured coded air waybills.

4. DESCRIPTION OF THE NEUTRAL AIR WAYBILL SET
The neutral air waybill set shall be printed as specified below:

4.1 the Original 3 (for Shipper) shall have the same layout, wording and shading as specified in Appendix ‘B’;
4.2 the Copy 4 (Delivery Receipt) shall have the same layout, wording and shading as specified in Appendix ‘C’;
4.3 the Original 1 (for Issuing Carrier) and Original 2 (for Consignee) shall have the same layout, wording and shading as specified in Appendix ‘D’;
4.4 all other copies shall have the same layout, wording and shading as specified in Appendix ‘E’;
4.5 the neutral air waybill shall be either in a set of a minimum of eight copies in the order and marked as shown in 4.5.1; or in two sets of a minimum of four copies each in the order and marked as shown in 4.5.2. Colour is optional and airlines shall accept both coloured and non-coloured coded air waybills. If using colour, copies shall be either coloured paper or white paper with appropriate colour ink imprinted thereon, as referred to below;
4.5.1 one set of eight copies:

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 3 (for Shipper)</td>
<td>Blue</td>
</tr>
<tr>
<td>Copy 8 (for Agent)</td>
<td>White</td>
</tr>
<tr>
<td>Original 1 (for Issuing Carrier)</td>
<td>White</td>
</tr>
<tr>
<td>Original 2 (for Consignee)</td>
<td>Green</td>
</tr>
<tr>
<td>Copy 4 (Delivery Receipt)</td>
<td>Pink</td>
</tr>
<tr>
<td>Copy 5 (Extra Copy)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Copy 6 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 7 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

4.5.2 two sets of four copies each:

**First set**

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 3 (for Shipper)</td>
<td>Blue</td>
</tr>
<tr>
<td>Copy 8 (for Agent)</td>
<td>White</td>
</tr>
<tr>
<td>Original 1 (for Issuing Carrier)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 7 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

**Second set**

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 2 (for Consignee)</td>
<td>Pink</td>
</tr>
<tr>
<td>Copy 4 (Delivery Receipt)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Copy 5 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 6 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

4.6 paper and carbon, where used, shall be of such quality that all copies are clearly legible;

4.7 fastening or stub shall:

4.7.1 hold the neutral air waybill set together so that it does not disintegrate into loose sheets of paper during normal handling, and

4.7.2 be precut and of such nature that copies can be pulled easily and that when a part is pulled, the page does not tear apart.

5. DESCRIPTION OF THE FACE OF THE AIRLINE AIR WAYBILL

5.1 In addition to the information as illustrated in Appendices 'B'–'E':

5.1.1 the air waybill number shall be placed in the upper left corner, in the upper right corner and in the lower right corner of all copies of the airline air waybill as shown in Appendix 'A';

5.1.2 the air waybill number shall consist of the issuing carrier’s three-digit IATA airline code number and a serial number of eight digits including a check digit placed in the extreme right hand position;

5.1.3 the check digit shall be determined by using the unweighted Modulus 7 system;

5.1.4 the serial number shall be of the same size, similar style of type (font) and of the same boldness as the airline code number;

5.1.5 a separating hyphen placed between the airline code number and the serial number shall be used for the number shown in the upper right corner and in the lower right corner;

5.1.6 in the Shipper’s Certification box, the part of the statement referring to the Dangerous Goods Regulations from the word “insofar …” shall be printed in bold type.

5.2 In addition to the information illustrated in Appendices ‘B–E’, the following features may also be shown at carrier's option:

5.2.1 a space may be inserted in the serial number of the airline air waybill between the fourth and fifth digits;

5.2.2 carrier's insignia may be printed in the issuing carrier's name and address box;

5.2.3 the notice containing reference to the carrier's Conditions of Contract may be printed on all copies which are not originals except Copy 4 (Delivery Receipt);

5.2.4 the space in the box below the reference to the carrier's Conditions of Contract, may be used to print other related statements as may be necessary to conform to national requirements;

5.2.5 “Requested Flight/Date” box may be without title;

5.2.6 the words “Also Notify” may be printed after the title of the “Accounting Information” box (applicable for domestic transportation only);

5.2.7 the “Amount of Insurance” box and adjacent “Insurance” clause box may be shaded and without title or printing of clause;

5.2.8 a box titled “TC” (for Transaction Correction), the size of which is limited to two characters and located to the right of the “Insurance” clause box, may be provided;

5.2.9 “Handling Information” box may include the printing of not more than five subtitles. A box titled “SCI” (for Special Customs Information), with dimensions of 8 mm × 30 mm (0.3149 in × 1.1811 in), is to be inserted in the bottom right corner of this box (insertion of this box is mandatory);

5.2.10 when the air waybill is issued in the United States, the statement “These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited” may be printed in the “Handling Information” box;

5.2.11 the description of the charges/fees frequently incurred may be printed in the first two lines of the “Other Charges” box;
5.2.12 “Tax” boxes may be shaded and without title;

5.2.13 any special services provided may be printed in the shaded boxes below the “Total Other Charges Due Carrier” boxes;

5.2.14 language(s) or an annotation may be printed at the bottom of the air waybill indicating that the wording of the form is available in another language and where it may be obtained;

5.2.15 bar coded air waybill numbers, if used, shall be printed in accordance with Recommended Practice 1600t and shall be shown in at least one of the locations illustrated in Appendix ‘F’.

Note: For air waybills produced on U.S. Letter Size paper, the lower right corner cannot apply due to space limitation;

5.2.16 the three “Optional Shipping Information” boxes may be shaded and without title. Insertion of these boxes is mandatory;

5.2.17 nothing additional may be printed and/or overprinted on the airline air waybill.

6. DESCRIPTION OF THE FACE OF THE NEUTRAL AIR WAYBILL

6.1 In addition to the information as illustrated in Appendices ‘B–E’:

6.1.1 in the Shipper’s Certification box, the part of the statement referring to the Dangerous Goods Regulations from the word “insofar …” shall be printed in bold type;

6.1.2 the printer’s reference shall be printed in the lower left corner of all copies of the neutral air waybill in the following sequence:

6.1.2.1 printer’s name,

6.1.2.2 production reference number,

6.1.2.3 production date;

6.1.3 the content of the following neutral air waybill boxes may be printed:

6.1.3.1 issuing carrier’s agent, name and city box with the issuing carrier’s agent’s name and city,

6.1.3.2 agent’s IATA code box with the agent’s IATA code number,

6.1.3.3 signature of shipper or his agent box with the agent’s name.

6.2 Nothing additional may be printed and/or overprinted on the neutral air waybill.

7. DESCRIPTION OF THE REVERSE SIDE OF THE AIRLINE AND NEUTRAL AIR WAYBILL

7.1 The currently effective IATA Conditions of Contract shall be printed on a minimum of the three Original copies of the airline and neutral air waybill.

7.2 Domestic Conditions of Contract, separate from the currently effective IATA Conditions of Contract, may additionally be printed on the airline air waybill at carrier’s option.
RESOLUTION 600a
Attachment ‘A’
Appendix ‘A’
RESOLUTION 600a
Attachment ‘A’
Appendix ‘B’

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipper’s Name and Address</td>
<td></td>
</tr>
<tr>
<td>Consignor’s Name and Address</td>
<td></td>
</tr>
<tr>
<td>Air Waybill</td>
<td></td>
</tr>
<tr>
<td>Issued by</td>
<td></td>
</tr>
</tbody>
</table>

Copies 1, 2 and 3 of this Air Waybill are original and have the same validity.

It is agreed that the goods described herein are accepted at apparent good order and condition (except as noted for carriage subject to the conditions of contract on the reverse hereof). All goods may be carried by any other means including road or any other carrier, unless specific contrary instructions are given in writing. Goods may be carried via intermediate stopping places where the carrier (at its option) may intermediate the goods. The shipper’s attention is drawn to the notice concerning carrier’s limitation of liability. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge therefor.

Issuing Carrier’s Agent Name and City |
Agent’s IATA Code | Account No. |
Airport of Departure (Addr. of First Carrier) and Requested Routing | |
Reference Number | Optional Shipping Information |
To | By First Carrier, Routing and Destination |
| To | by | to | Cumulative | Determined | Valuation | Other | Declared Value for Carriage | Declared Value for Customs |
| Airport of Destination | Requested Flight/Date | Amount of Insurance |
| Handling Information | |
| No. of Pieces | Gross Weight | Rate Class | Commodity Code | Chargeable Weight | Rate / Charge | Total |
| Nature and Quantity of Goods (incl. Dimensions or Volume) | |
| Prepaid | Weight Charge | Collector | Other Charges |
| Valuation Charge | Tax | |
| Total Prepaid | Total Charges Due Agent | |
| Total Other Charges Due Agent | |
| Total Other Charges Due Carrier | |
| Signature of Shipper or its Agent | |

Shipment certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Executed on date at (place) Signature of Issuing Carrier or its Agent

ORIGINAL 3 (FOR SHIPPER)
### RESOLUTION 600a
Attachment ‘A’
Appendix ‘C’

**Shipper’s Name and Address**
**Shipper’s Account Number**
Not Negotiable

**Air Waybill**
Issued by

**C Rectar’s Name and Address**
**C Rectar’s Account Number**
Received in Good Order and Condition

Subsidiary Unit, Inc.

Subsidiary Unit, Inc.

Subsidiary Unit, Inc.

Subsidiary Unit, Inc.

**Issuing Carrier’s Agent Name and City**

Accounting Information

**Agent’s IATA Code**
**Account No.**

**Airport of Departure (Addr. of First Carrier) and Requested Routing**
**Reference Number**
**Optimal Shipping Information**

**To**
By First Carrier

**Requested Flight/Date**

**Amount of Insurance**

**INSURANCE** – Insurer offers insurance, and such insurance is requested in accordance with the conditions thereof. Indicate amount to be inserted in figure in box marked “Amount of Insurance.”

**Handling Information**

**SGI**

<table>
<thead>
<tr>
<th>No. of Pieces</th>
<th>Gross Weight (lb.)</th>
<th>Rate Class</th>
<th>Chargeable Weight</th>
<th>Rate / Charge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prepaid**
**Weight Charge**
**Collect**

**Other Charges**

**Valuation Charge**

**Tax**

**Total Other Charges Due Agent**

**Total Other Charges Due Carrier**

**Total**

**Currency Conversion Rates**
**CG Charges In (Dest., Currency)**

**For Carrier’s Use only at Destination**

**Charges at Destination**

**Total Collect Charges**

**COPY 4 (DELIVERY RECEIPT)**

**Shipper certifies that the particulars on the face hereof are correct and that, so far as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.**

….................................................................

**Signature of Shipper or his Agent**

**Executed on (date) at (place)**

**Signature of Issuing Carrier or its Agent**

---

42ND EDITION, OCTOBER 2019
### RESOLUTION 600a

**Attachment 'A'**

**Appendix ‘D’**

---

**Shipper's Name and Address**

**Shipper's Account Number**

Not Negotiable

**Air Waybill**

Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

**Consignee's Name and Address**

**Consignee's Account Number**

If agreed that the goods described herein are accepted in apparent good order and condition (except as noted), carriage SHIPS TO THE CONDITION OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR BY AIR CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA A SUCCESSOR SHIPPER WHEN THE CARRIER SEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIAGE LIMITATION OF LIABILITY. Shippers may increase such limitation of liability by declaring a higher value for carriage and paying a supplement therefor.

**Issuing Carrier's Agent Name and City**

Accounting Information

**Agent's IATA Code**

**Account No.**

**Airport of Departure (Addr. of First Carrier) and Requested Routing**

**Reference Number**

**Optional Shipping Information**

**To**

**By First Carrier**

**Routing and Destination**

**To**

by

**by**

**by**

**Currency (incl. WITAX)**

**Other**

**Declared Value for Carriage**

**Declared Value for Customs**

**Airport of Destination**

**Requested Flight/Date**

**Amount of Insurance**

**Handling Information**

**SGI**

---

**No. of Pieces**

**Gross Weight**

**Rate Class**

**Chargeable Weight**

**Rate / Charge**

**Total**

**Nature and Quantity of Goods**

(incl. Dimensions or Volume)

---

**Prepaid**

**Weight Charge**

**Collect**

**Other Charges**

**Valuation Charge**

**Tax**

**Total Other Charges Due Agent**

**Total Other Charges Due Carrier**

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

**Signature of Shipper and his Agent**

---

**Total Prepaid**

**Total Collect**

**Currency Conversion Rates**

**CC Charges in Dest. Currency**

**For Carrier's Use only at Destination**

**Charges at Destination**

**Total Collect Charges**

**Executed on Date**

at [Place]

**Signature of Issuing Carrier or his Agent**
### RESOLUTION 600a

**Attachment ‘A’**

**Appendix ‘E’**

<table>
<thead>
<tr>
<th>Shipper’s Name and Address</th>
<th>Shipper’s Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Negotiable</td>
</tr>
</tbody>
</table>

**Air Waybill**

Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

<table>
<thead>
<tr>
<th>Consignee’s Name and Address</th>
<th>Consignee’s Account Number</th>
</tr>
</thead>
</table>

**Issuing Carrier’s Agent Name and City**

Accounting Information

**Agent’s IATA Code**

**Account No.**

**Airport of Departure (Addr. of First Carrier) and Requested Routing**

**Reference Number**

**Optional Shipping Information**

**To**

**By First Carrier/ Routing and Destination**

**to**

**by**

**to**

**by**

**Currency Used in WT/Val:**

**Other Data**

**Declared Value for Carriage**

**Declared Value for Customs**

**Airport of Destination**

**Requested Rate/Date**

**Amount of Insurance**

INSURANCE—If carrier offers insurance, and such insurance is accepted in accordance with the conditions hereof, indicated amount is to be inscribed in figures in box marked “Amount of Insurance”.

**Handling Information**

<table>
<thead>
<tr>
<th>No. of Pieces</th>
<th>Gross Weight</th>
<th>Rate Class</th>
<th>Commodity Code No.</th>
<th>Chargable Weight</th>
<th>Rate / Change</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nature and Quantity of Goods (incl. Dimensions or Volume)</th>
</tr>
</thead>
</table>

**Prepaid**

**Weight Change**

**Collect**

**Valuation Change**

**Tax**

**Total Other Charges Due Agent**

**Total Other Charges Due Carrier**

**Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.**

**Signature of Shipper or his Agent**

---

**Currency Conversion Rates**

**CC Charges in Dept. Currency**

**Executed on (date) at (place) Signature of Issuing Carrier or its Agent**

**For Carrier’s Use only**

**Charges at Destination**

**Total Collect Charges**

---

42ND EDITION, OCTOBER 2019

13
RESOLUTION 600a
Attachment 'A'
Appendix ‘F/1’

Not Negotiable
Air Waybill
Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREIN BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE, THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. SHIPPER MAY INCREASE SUCH LIMITATION OF LIABILITY BY DECLARING A HIGHER VALUE FOR CARRIAGE AND PAYING A SUPPLEMENTAL CHARGE IF REQUIRED.
## RESOLUTION 600a
Attachment ‘A’
Appendix ‘F/2’

### Shipment Information

<table>
<thead>
<tr>
<th>Shipment Name and Address</th>
<th>Shipment’s Account Number</th>
<th>Not Negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Waybill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

### Consignee’s Information

<table>
<thead>
<tr>
<th>Consignee’s Name and Address</th>
<th>Consignee’s Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is agreed that the goods described herein are accepted in apparent good order and condition except as noted by waybill. Subject to the conditions of contract on the revenue forms, all goods may be carried by any other means, including road or any other means, unless according to the consignee’s instructions or by the shipping company. Shippers agree that the goods may be carried via intermediate stopping places which the carrier deems appropriate. The consignee is advised to the NO REG CONSIDERING CARRIERS’ LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.

### Issuing Carrier’s Information

<table>
<thead>
<tr>
<th>Issuing Carrier’s Name and City</th>
<th>Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Agent’s Information

<table>
<thead>
<tr>
<th>Agent’s IATA Code</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Airport Information

<table>
<thead>
<tr>
<th>Airport of Departure (Add. of First Carrier)</th>
<th>Reference Number</th>
<th>Optional Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Handling Information

<table>
<thead>
<tr>
<th>No. of Pieces (Pcs)</th>
<th>Gross Weight</th>
<th>Vol. K</th>
<th>Rate Class</th>
<th>Chargeable Weight</th>
<th>Rate/Charge</th>
<th>Total</th>
</tr>
</thead>
</table>

### Handling Charges

<table>
<thead>
<tr>
<th>Charge</th>
<th>Amount</th>
<th>Other Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation Charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Charges (Due Agent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Charges (Due Carrier)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Prepaid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Collect</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shippers certify that the particulars on the face hereof are correct and that none of the consignment contains dangerous goods, each part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Signature of Shippers or its Agent

### Currency Information

<table>
<thead>
<tr>
<th>Currency Conversion Rates</th>
<th>CC Charges in Date, Currency</th>
</tr>
</thead>
</table>

For Carrier’s Use only at Destination

<table>
<thead>
<tr>
<th>Charges at Destination</th>
<th>Total Collect Charges</th>
</tr>
</thead>
</table>

ORIGINAL 3 (FOR SHIPPER)
**RESOLUTION 600a**

Attachment 'A'

Appendix ‘F’

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<table>
<thead>
<tr>
<th>Shipper's Name and Address</th>
<th>Shipper's Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Consignee's Name and Address</th>
<th>Consignee's Account Number</th>
</tr>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>

Not negotiable

**Air Waybill**

Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

<table>
<thead>
<tr>
<th>Issuing Carrier's Agent Name and City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Agent's IATA Code</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Airport of Departure (Addr. of First Carrier) and Requested Routing</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

To

<table>
<thead>
<tr>
<th>By First Carrier</th>
<th>Routing and Destination</th>
</tr>
</thead>
<tbody>
<tr>
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<thead>
<tr>
<th>to</th>
<th>by</th>
<th>to</th>
<th>by</th>
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</table>

Currency

<table>
<thead>
<tr>
<th>Other</th>
<th>Declared Value for Carriage</th>
<th>Declared Value for Customs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>To</th>
<th>Amount of Insurance</th>
</tr>
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<td></td>
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</table>

**Insurance**—If carrier offers insurance, and such insurance is accepted in accordance with the conditions thereof, indicate amount to be insured in figure in box marked “Amount of Insurance”.

**Handling Information**

<table>
<thead>
<tr>
<th>SCI</th>
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<table>
<thead>
<tr>
<th>No. of Pieces</th>
<th>Gross Weight</th>
<th>Net Weight</th>
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<tr>
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<table>
<thead>
<tr>
<th>Rate Class</th>
<th>Chargeable Weight</th>
<th>Rate</th>
<th>Charge</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
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</table>

Nature and Quantity of Goods

(incl. Dimensions or Volume)

<table>
<thead>
<tr>
<th>Prepaid</th>
<th>Weight Charge</th>
<th>Collect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Valuation</th>
<th>Other Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Prepaid</th>
<th>Total Collect</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Other Charges Due Agent</th>
<th>Total Other Charges Due Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total Prepaid</th>
</tr>
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</tbody>
</table>

**Shippers’ Certificate**

Shippers’ Certificate that the particulars on the face hereof are correct and that no as any part of the consignment contains dangerous goods, such part is properly described by name and in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

---

Signature of Shipper or his Agent

---

Currency Conversion Rates

<table>
<thead>
<tr>
<th>DC Charges in Des. Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>For Carrier’s Use only at Destination</th>
<th>Total Collect Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORIGINAL 3 (FOR SHIPPER)**

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42ND EDITION, OCTOBER 2019
RESOLUTION 600a
Attachment ‘B’

COMPLETION, DISTRIBUTION AND TRANSMISSION OF THE AIR WAYBILL

1. GENERAL

1.1 The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

1.2 The issuing carrier or its agent shall ensure that, upon execution of the air waybill, all necessary entries are made.

1.2.1 Any amendments (including additions) to information shown or required on the air waybill, made by any participating carrier subsequent to initial issue, must be made on all remaining copies of the air waybill and must properly identify the carrier making such amendments. Identification of the carrier must be placed as closely as possible to the item(s) amended without obliterating any other information. Such identification shall include the official IATA airline name or designator and the IATA location identifier of the airport or city to show the place where the amendments are made. Amendments to the air waybill amounts shall be in accordance with Resolution 612.

1.3 When a consignment is returned because of non-delivery, the new air waybill for the returning carriage shall have:

1.3.1 the original air waybill number inserted in the “Accounting Information” box;

1.3.2 all charges which should have been, but were not collected from the original consignee, inserted in the “Other Charges” box and the total inserted in the “Total Other Charges Due Carrier” box of the “Collect” column.

1.4 The issuing carrier shall not insert or permit insertion on the air waybill of any instruction that charges shown as to be collected from the consignee are to be collected from any person other than from the consignee; provided that this shall not prevent payment of such charges by such other person on behalf of the consignee to the collecting carrier.

1.5 In the case of a neutral air waybill, the party completing it on behalf of the issuing carrier shall first ensure that its use has been authorised by the issuing carrier.

2. COMPLETION OF THE AIR WAYBILL

The boxes on the face of the air waybill shall be completed correctly. See the IATA Air Waybill Handbook (Attachment ‘B’, Appendix ‘C’), published separately.

The boxes shaded and without title shall not be used.

The circled numbers to the right of the titles and any bracketed numbers in the following text, correspond with the numbers in the boxes of the specimen air waybill illustrated in Appendix ‘A’.

2.1 Air Waybill Number

When not preprinted, the air waybill number provided by the issuing carrier shall be inserted in the upper left corner, in the upper right corner and in the lower right corner. The air waybill number shall have dimensions sufficient to make it readable and shall consist of:

2.1.1 Airline Code Number

The issuing carrier’s three-digit IATA airline code number shall be inserted.

2.1.2 Separating Hyphen

A hyphen shall be inserted between boxes 1A and 1B, and only in the upper right and lower right corners.

2.1.3 Serial Number

2.1.3.1 A serial number of eight digits including a check digit placed in the extreme right position shall be inserted.

2.1.3.2 This check digit shall be determined by using the unweighted Modulus 7 system as illustrated in Appendix ‘D’.

2.1.3.3 A space may be inserted in the serial number between the fourth and fifth digits.

2.1.4 Minimum Timeframe for Re-use

An air waybill number shall not be re-issued by a carrier within a 12-month timeframe.

2.2 Airport of Departure

The IATA three-letter code of the airport of departure (or city when the name of the airport is unknown) shall be inserted and shall correspond to information shown in 2.9.1.1.

2.3 Issuing Carrier’s Name and Address

When not preprinted, the issuing carrier’s name and head office address corresponding to the airline code number shown in 2.1.1, shall be inserted in accordance with the issuing carrier’s instructions.

2.4 Reference to Originals

This box shall not be completed.
2.5 Reference to Conditions of Contract

This box shall not be completed unless used by the issuing carrier at its option.

2.6 Shipper

2.6.1 Shipper’s Name and Address

2.6.1.1 The name, address and country (or two-letter country code) of the shipper (or IATA Cargo Intermediary when acting in its capacity as a Forwarder) shall be inserted.

2.6.1.2 One or more method of contact (telephone, telex or telefax) and number may be inserted below.

2.6.2 Shipper’s Account Number

This box shall not be completed unless used by the issuing carrier at its option.

2.7 Consignee

2.7.1 Consignee’s Name and Address

2.7.1.1 The name, address and country (or two-letter country code) of the consignee shall be inserted.

2.7.1.2 One or more method of contact (telephone, telex or telefax) and number may be inserted below.

2.7.2 Consignee’s Account Number

This box shall not be completed unless used by the last carrier at its option.

2.8 Issuing Carrier’s Agent

2.8.1 Issuing Carrier’s Agent Name and City

When not preprinted, the name and location (airport or city) of the issuing carrier’s IATA Cargo Agent (or IATA Cargo Intermediary when acting in its capacity as the issuing carrier’s agent) shall be inserted. An IATA Cargo Intermediary when acting in its capacity as a Forwarder and its name appears in Box 2, it shall leave this box blank.

2.8.2 Agent’s IATA Code

This box shall be used for accounting, identification, and/or system purposes only. When not preprinted, the IATA code of the Cargo Agent (or IATA Cargo Intermediary when acting in its capacity as the issuing carrier’s agent), indicated in 2.8.1, or IATA Cargo Intermediary when acting in its capacity as a Forwarder, indicated in 2.6.1.1 shall be inserted as follows:

2.8.2.1 in non-CASS areas, the IATA seven-digit code shall be inserted;

2.8.2.2 in CASS areas, the IATA seven-digit code shall be followed by a three-digit CASS address code and a check digit. This check digit shall be determined by using the unweighted Modulus 7 system.

2.8.3 Account No.

This box shall not be completed unless used by the issuing carrier at its option.

2.9 Routing

2.9.1 Airport of Departure (Address of First Carrier) and Requested Routing

2.9.1.1 The name of the airport of departure shall be inserted as the first entry and shall correspond to information shown in 2.2.

2.9.1.2 Any requested routing shall be inserted.

2.9.2 Routing and Destination

2.9.2.1 To (by First Carrier)

The IATA three-letter code of the airport of destination or first transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

2.9.2.2 By First Carrier

The name of the first carrier (either full name or IATA two-character code) shall be inserted.

2.9.2.3 To (by Second Carrier)

The IATA three-letter code of the airport of destination or second transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

2.9.2.4 By (Second Carrier)

The IATA two-character code of the second carrier may be inserted.

2.9.2.5 To (by Third Carrier)

The IATA three-letter code of the airport of destination or third transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.
2.9.2.6 By (Third Carrier) 11
The IATA two-character code of the third carrier may be inserted.

2.9.3 Airport of Destination 18
The airport of destination of the last carrier (or city when the name of the airport is unknown because the city is served by more than one airport) shall be inserted.

2.9.4 Requested Flight/Date 19A and 19B
These boxes are to be completed by the carrier/agent/shipper effecting the booking.

2.10 Accounting Information 10
Only accounting information required by the participating carriers may be inserted such as:

2.10.1 payment by cash or cheque;
2.10.2 payment by Miscellaneous Charges Order (MCO) is only acceptable for baggage shipped as cargo; the MCO number and value of the Exchange Coupon in the currency of the air waybill shall be shown followed, if necessary, by the amount deducted from the MCO coupon and, in all cases, by the passenger’s ticket number and flight/date/routing used;
2.10.3 payment by Government Bill of Lading (GBL); the GBL number shall be shown;
2.10.4 consignment returned because of non-delivery; the original air waybill number shall be shown on the new air waybill for the returning carriage;
2.10.5 shipper’s reference number as indicated by the shipper or his agent.
2.10.6 payment by credit card; the credit card number shall be shown.
2.10.7 the words “Also Notify” may be printed after the title of the “Accounting Information” box (applicable for domestic transportation only).

2.11 Currency 12
2.11.1 The ISO three-letter currency code of the currency applicable in the country of departure, according to the applicable rating rules, shall be inserted.
2.11.2 All amounts entered on the air waybill, other than those entered in the “Collect Charges in Destination Currency” boxes (33A) to (33D), shall be in the currency as specified in 2.11.1.

2.12 Charges Codes—For Carrier Use Only
When the air waybill data is transmitted by electronic means, this box shall be completed using one of the following codes:

- CA: partial collect credit—partial prepaid cash
- CB: partial collect credit—partial prepaid credit
- CC: all charges collect
- CE: partial collect credit card—partial prepaid cash
- CG: all charges collect by GBL
- CH: partial collect credit card—partial prepaid credit
- CP: destination collect cash
- CX: destination collect credit
- CZ: all charges collect by credit card
- NC: no charge
- NG: no weight charge—other charges prepaid by GBL
- NP: no weight charge—other charges prepaid cash
- NT: no weight charge—other charges collect
- NX: no weight charge—other charges prepaid credit
- NZ: no weight charge—other charges prepaid by credit card
- PC: partial prepaid cash—partial collect cash
- PD: partial prepaid credit—partial collect cash
- PE: partial prepaid credit card—partial collect cash
- PF: partial prepaid credit card—partial collect credit card
- PG: all charges prepaid by GBL
- PH: partial prepaid credit card—partial collect credit
- PP: all charges prepaid by cash
- PX: all charges prepaid by credit
- PZ: all charges prepaid by credit card

2.13 Charges

2.13.1 Weight/Valuation Charges 14A and 14B
2.13.1.1 The shipper or agent shall insert an “X”, as appropriate, in box (14A) or (14B).
2.13.1.2 The charges entered into boxes (24A), (25A) or (24B), (25B) must be wholly prepaid or wholly collect respectively.
2.13.2 Other Charges at Origin

2.13.2.1 The shipper or agent shall insert an "X", as appropriate, in box (15A) or (15B).

2.13.2.2 Any charges entered into boxes (27A), (28A) or (27B), (28B) must be wholly prepaid or wholly collect respectively.

2.13.3 If the information indicated as required in 2.13.1 and 2.13.2 is in conflict with the information required by 2.20 and 2.21, the latter shall take precedence.

2.14 Declared Value For Carriage

2.14.1 The declared value for carriage, as specified by the shipper, shall be inserted.

2.14.2 Where no value is declared, “NVD” shall be inserted.

Note: Declared value for carriage shall not be amended after dispatch of the consignment from the airport of departure shown on the Air Waybill.

2.15 Declared Value For Customs

The shipper or agent may declare and insert a customs value, which may be NCV, or leave the box blank.

2.16 Amount of Insurance

2.16.1 When the box is unshaded, and only when and where the issuing carrier offers such a service, the amount to be insured shall be inserted.

2.16.2 When the box is unshaded and the service is not provided by the issuing carrier or no insurance is requested by the shipper, “XXX” shall be inserted.

2.16.3 “Insurance” Clause Box

2.17 Handling Information

Only clear and concise information as required by the participating carriers shall be inserted.

2.17.1 In the case of dangerous goods for which a Shipper's Declaration is required, a statement: “Dangerous Goods as per attached Shipper's Declaration” or “Dangerous Goods as per attached DGD” and where applicable the statement “Cargo Aircraft Only” or “CAO”.

2.17.2 When dangerous goods are contained in a consignment with non-dangerous goods, the number of pieces of dangerous goods must be indicated either before or after the statement “Dangerous Goods as per attached Shipper's Declaration” or “Dangerous Goods as per attached DGD”.

2.17.3 Other handling information using, where available, the codes and abbreviations in Cargo-IMP, may be inserted, such as:

2.17.3.1 marks and numbers which appear on the consignment and method of packing;

2.17.3.2 name, address, country or two-letter country code and one or more method of contact (telephone, telex or telefax) and number of any person to be notified of arrival of the consignment in addition to the consignee;

2.17.3.3 name of documents to accompany the air waybill, such as the “Shipper's Certification for Live Animals”;

2.17.3.4 special handling instructions that may be required;

2.17.3.5 when not preprinted, and if the air waybill is issued in the United States, the statement: “These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited”;

2.17.3.6 Agent Nomination

when a consignment's details, including house waybill details, must be reported to Customs and the agent has elected to undertake that reporting, the human readable statement “House Information transmitted to (country name) by:”, or the coded statement “(Country ISO Code) - AGT-” shall be entered in the Handling Information box on the master air waybill and either statement shall be followed by the appropriate agent identifier as specified by that country (multiple entries may be necessary if more than one country requires information).

2.17.3.7 when a local transfer at destination is required and known the statement “Local transfer at destination to:” or “FIRMS-” shall be entered in the Handling Information box on the air waybill followed by the appropriate location identifier, e.g. FIRMS code for the United States.

2.17.3.8 Special Customs Information (SCI)

When a consignment is loaded or reloaded at an airport in an European Union country, the Customs Origin Code shall be inserted. When a consignment is not loaded or reloaded at an airport in an European Union country, then this box may be used for other customs information.

2.18 Consignment Rating Details

A separate set of entries shall be made for each rated group of items, each set commencing on a new line, dangerous goods items, if any, being entered first. Each set of entries shall be as described in Appendix 'B', the detail of each box being as shown below.

2.18.1 Number of Pieces and RCP

2.18.1.1 The number of pieces for the applicable rating entry shall be inserted.

2.18.1.2 When the applicable rate or charge shown in box 22G is the result of a combination of rates or
charges, the IATA three-letter code of the rate combination point (RCP) shall be inserted as an additional line entry.

2.18.2 Gross Weight

2.18.2.1 The gross weight of the pieces for the applicable rating entry shall be inserted.

2.18.2.2 The actual tare weight of the unit load device, when applicable, shall be inserted as an additional line entry on the “X” rate class line.

*Note: The actual tare weight is part of the manufacturer’s permanent data markings on the ULD.*

2.18.3 Kg/Lb

The unit of weight used (K or L) shall be inserted in the first rating line only.

2.18.4 Service Code

This box shall not be completed except by the issuing carrier at its option and in accordance with Recommended Practice 1600d.

2.18.5 Rate Class

One of the following codes shall be inserted as appropriate:

- M—minimum charge
- N—normal rate
- Q—quantity rate
- B—basic charge (optional use)
- K—rate per kilogram (optional use)
- P—international priority service rate
- C—specific commodity rate
- R—class rate reduction
- S—class rate surcharge
- U—unit load device basic charge or rate
- E—unit load device additional rate
- X—unit load device additional information
- Y—unit load device discount
- W—weight increase

2.18.6 Commodity Item Number

This box shall be completed as follows:

2.18.6.1 when a specific commodity rate applies, the IATA item description number shall be inserted on the “C” or “U” rate class line;

2.18.6.2 when a class rate reduction applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the “R” rate class line, preceded by the rate class code to which it refers, e.g. 33% reduction on the normal rate shall be expressed as N67;

2.18.6.3 when a class rate surcharge applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the “S” rate class line, preceded by the rate class code to which it refers, e.g. 50% surcharge of the minimum charge shall be expressed as M150;

2.18.6.4 when a unit load device rate applies, the ULD rate class type used shall be inserted on the “X” rate class line.

2.18.7 Chargeable Weight

2.18.7.1 The applicable chargeable weight, calculated according to applicable rating rules, shall be inserted.

2.18.7.2 When a unit load device rate applies:

2.18.7.2(a) where it is based on a pivot charge, the applicable pivot weight shall be inserted on the “U” rate class line;

2.18.7.2(b) where it is based on a pivot charge and an over pivot rate, the weight in excess of the pivot weight shall be inserted on the “E” rate class line;

2.18.7.2(c) where a tare weight is applicable, the actual tare weight shall be inserted on the “X” rate class line;

2.18.7.2(d) where a discount applies, the weight to which it refers shall be inserted on the “Y” rate class line.

2.18.8 Rate/Charge

The applicable rate or charge shall be inserted as follows:

2.18.8.1 when a minimum charge applies, this charge shall be inserted on the “M” rate class line;

2.18.8.2 when a normal rate applies, the applicable rate per unit of weight shall be inserted on the “N” rate class line;

2.18.8.3 when a quantity rate applies, the applicable rate per unit of weight shall be inserted on the “Q” rate class line;

2.18.8.4 when an “Experimental Special Rate within Europe” applies:

2.18.8.4(a) the applicable basic charge shall be inserted on the “B” rate class line,

2.18.8.4(b) the applicable rate per kilogram shall be inserted on the “K” rate class line;

2.18.8.5 when an international priority service rate applies, the applicable rate per unit of weight shall be inserted on the “P” rate class line;
2.18.8.6 when a specific commodity rate applies, the applicable rate per unit of weight shall be inserted on the “C” rate class line;

2.18.8.7 when a class rate reduction applies, this rate per unit of weight or charge as applicable shall be inserted on the “R” rate class line;

2.18.8.8 when a class rate surcharge applies, this rate per unit of weight or charge as applicable shall be inserted on the “S” rate class line;

2.18.8.9 when a unit load device rate applies:

2.18.8.9(a) where it is based on a pivot charge or flat charge, such charge shall be inserted on the “U” rate class line,

2.18.8.9(b) where it is based on a rate per unit of weight, such rate shall be inserted on the “U” rate class line,

2.18.8.9(c) where it is based on a pivot charge and an over pivot rate, such over pivot rate per unit of weight shall be inserted on the “E” rate class line,

2.18.8.9(d) where it is a discount, either a flat amount or discount per unit of weight, such discount shall be inserted on the “Y” rate class line preceded by a minus symbol (–);

2.18.8.10 wherever possible, when a weight surcharge applies, this should be inserted immediately following the last rate line entry.

2.18.9 Total

2.18.9.1 The total charge or discount for each line entry shall be inserted on the same horizontal line.

2.18.9.2 Where it is a total discount, such discount shall be preceded by the minus symbol (–).

2.18.10 Nature and Quantity of Goods (including Dimensions or Volume)

This box shall be completed as follows:

2.18.10.1 the description of the goods comprising the consignment shall be inserted;

2.18.10.2 for Dangerous Goods, the entry shall be as shown in the IATA Air Waybill Handbook and in accordance with instructions published in the IATA Dangerous Goods Regulations;

2.18.10.3 for “live animals”, the entry shall be as shown in the IATA Air Waybill Handbook and in accordance with instructions published in the IATA Live Animals Regulations;

2.18.10.4 for “consolidated consignments”, where any air waybill has one or more associated house waybills, the entry shall show “Consolidation as per attached list”;

2.18.10.5 the consignment dimensions, comprising the greatest length, greatest width, greatest height, unit of measurement and number of pieces;

2.18.10.5(a) if a consignment is consolidated as one movable part, then only the dimensions of the overall consolidated consignment are required,

2.18.10.5(b) dimensions are not required for cargo tendered intact in authentic pre-built aircraft containers or pallets,

2.18.10.5(c) if the dimensions are not available and/or cannot be included on the air waybill at the time of completion, then total volume of the consignment shall be inserted,

2.18.10.5(d) if the dimensions and total volume are not available and cannot be included on the air waybill at the time of completion, then this must be clearly indicated by inserting the words “No Dimensions Available”;

2.18.10.6 when a unit load device is used, its identification code shall be inserted on the “X” rate class line;

2.18.10.7 where the number of pieces indicated in box 22A is different from the actual number of pieces, the actual number of pieces within or on each loaded piece (e.g. ULD or skid) shall be shown as “… SLAC”, (shipper’s load and count). This SLAC should be recorded on a blank line. The corresponding ULD identification designation shall be recorded on the line below when a unit load device is used;

2.18.10.8 in addition to the description of the goods, the shipper or his agent may enter the appropriate harmonized commodity description and coding system number; and, where applicable, the country of origin of the goods.

2.18.11 Total Number of Pieces

Where there is more than one numeric entry in box 22A, the total number of pieces shall be inserted.

2.18.12 Total Gross Weight

Where there is more than one entry in box 22B, the total gross weight shall be inserted.

2.18.13 Total

Where there is more than one entry in box 22H, the sum shall be inserted.

2.19 Other Charges

2.19.1 Other charges incurred at origin shall be inserted at the time of air waybill issuance as either wholly prepaid or wholly collect.

2.19.2 Other charges incurred en route or at destination may also be inserted at the time of air waybill issuance as either wholly prepaid or wholly collect.
2.19.3 Other charges shown as collect shall be treated as disbursements under the provisions of Resolution 614.

2.19.4 Other charges incurred en route or at destination and not shown in box (23) shall be collect only and treated in accordance with 2.25.3.

2.19.5 Descriptions and amounts of other charges except taxes shown in Boxes 26A and 26B shall be inserted.

2.19.6 When the air waybill data is transmitted by electronic means, the other charges codes shown in Appendix ‘C’ shall be used. (Also refer to Recommended Practice 1682.)

2.19.7 When the air waybill data is not transmitted by electronic means, it is recommended that the above procedure is used. If not, the plain language description shall clearly indicate to whom the charge accrues, i.e. due carrier or due agent.

2.19.8 The sum of the various other charges shown in box (23) shall be entered in boxes (27A), (27B), (28A) or (28B).

2.19.9 When a consignment is returned because of nondelivery, the new air waybill for the returning carriage shall have all charges, which should have been but were not collected from the original consignee, inserted in this box.

2.19.10 The same charge code with the same entitlement code can only be shown once on the Air Waybill.

2.20 Prepaid

2.20.1 Prepaid Weight Charge

2.20.1.1 The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 2.18.9.1 or 2.18.13.

2.20.1.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.20.2 Prepaid Valuation Charge

2.20.2.1 The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 2.14 and the applicable rating rules.

2.20.2.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.20.3 Prepaid Tax

2.20.3.1 Any applicable tax shall be inserted.

2.20.3.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.20.3.3 The details of the tax shall not be entered in box (23).

2.20.4 Total Other Prepaid Charges

The total “Other Charges” prepaid must be the aggregate of the prepaid charges shown in the “Other Charges” box (23).

2.20.4.1 Due Agent

This box shall not be used unless agreed locally.

2.20.4.2 Due Carrier

The total of prepaid other charges due to carrier specified in 2.19 shall be inserted.

2.20.5 Untitled Box

This box shall not be completed unless used by the issuing carrier at its option.

2.20.6 Total Prepaid

The total of all the prepaid charges, i.e. weight/volume charge, valuation charge, other prepaid charges due carrier and, if applicable, tax and other charges due agent, shall be inserted.

2.21 Collect

2.21.1 Collect Weight Charge

2.21.1.1 The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 2.18.9.1 or 2.18.13.

2.21.1.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.21.2 Collect Valuation Charge

2.21.2.1 The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 2.14 and the applicable rating rules.

2.21.2.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.21.3 Collect Tax

2.21.3.1 When this box is unshaded, any applicable tax shall be inserted.

2.21.3.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.
2.21.3.3 The details of the tax shall not be entered in box (23).

2.21.4 Total Other Collect Charges
The total “Other Charges” collect must be the aggregate of the collect charges shown in the “Other Charges” box (23).

2.21.4.1 Due Agent (27B)
The total disbursements due to agent, specified in 2.19, shall be inserted.

2.21.4.2 Due Carrier (28B)
The total disbursements due to carrier, specified in 2.19, shall be inserted.

2.21.5 Untitled Box (29B)
This box shall not be completed unless used by the issuing carrier at its option.

2.21.6 Total Collect (30B)
The total of all the collect charges, i.e. weight/volume charge, valuation charge, other collect charges due carrier and agent and, if applicable, tax, shall be inserted.

2.22 Shipper’s Certification Box (31)
When not preprinted, the signature of the shipper or his agent (printed, signed or stamped) shall be inserted.

2.23 Carrier’s Execution Box

2.23.1 Executed on (Date) (32A)
The date of execution of the air waybill shall be inserted in the sequence of day, month and year. The month shall be expressed alphabetically, either abbreviated or in full.

2.23.2 At (Place) (32B)
The name of the place of execution (airport or city) of the air waybill shall be inserted.

2.23.3 Signature of Issuing Carrier or its Agent (32C)
The signature of the issuing carrier or its agent shall be inserted.

2.24 For Carrier’s Use Only at Destination (33)
This box shall not be completed.

2.25 Collect Charges in Destination
Currency—For Carrier Use Only (33A to 33D)
The last carrier may complete the Original 2 (for Consignee) as follows:

2.25.1 Currency Conversion Rate (33A)
The destination currency code followed by the conversion rate shall be inserted.

2.25.2 Collect Charges in Destination Currency (33B)
The amount shown in the “Total Collect” box (30B) shall be inserted after conversion to the destination currency at the currency conversion rate shown in box (33A).

2.25.3 Charges at Destination (33C)
Charges levied at destination accruing to the last carrier shall be inserted in destination currency.

2.25.4 Total Collect Charges (33D)
The sum of boxes (33B) and (33C) shall be inserted.

2.26 Optional Shipping Information (34A to 34C)
The shipper or its Agent may enter the appropriate optional shipping information as agreed upon with the issuing carrier. Shading of these boxes will indicate non-use.

2.26.1 Reference Number (34A)
When this box is unshaded, a reference number may be inserted as per shipper/agent/issuing carrier agreement.

2.26.2 Untitled Box (34B)
This box shall not be completed unless used by the issuing carrier at its option.

2.26.3 Untitled Box (34C)
This box shall not be completed unless used by the issuing carrier at its option.

2.27 Bar Coded Air Waybill Number (99)
These areas shall not be completed unless used to include a bar coded air waybill number in accordance with Recommended Practice 1600t.
2.28 Neutral Air Waybill

Any alteration to the airline code number, air waybill serial number, airline name or head office address shall automatically render such neutral air waybill null and void.

3. DISTRIBUTION OF THE AIR WAYBILL

The various copies of the air waybill shall be distributed as follows:

3.1 Original 3 (for Shipper) to be given to the shipper and to serve as:

3.1.1 proof of receipt of the goods for shipment,

3.1.2 documentary evidence of carrier's and shipper's signature to the contract of carriage;

3.2 Copy 8 (for Agent) to be retained by the agent or the carrier executing the air waybill;

3.3 Original 1 (for Issuing Carrier) to be retained by the carrier issuing the air waybill for accounting purposes and to serve as documentary evidence of carrier's and shipper's signature to the contract of carriage;

3.4 Original 2 (for Consignee) to accompany consignment to final destination and to be tendered to the consignee on delivery;

3.5 Copy 4 (Delivery Receipt) to be available at final destination and to be signed by consignee, and to be retained by last carrier as:

3.5.1 receipt of delivery of consignment,

3.5.2 evidence of carrier's completion of contract of carriage;

3.6 Copies 5, 6 and 7 (Extra Copies) to be available for carriers use only.

4. TRANSMISSION OF THE AIR WAYBILL

In case of transmission of the content of the air waybill boxes via electronic means, either the “FWB” message, as described in the IATA/A4A Cargo Interchange Message Procedures (Cargo-IMP) Manual (Resolution 670, Attachment ‘A’), or the IFTMIN message, as described in the IATA Cargo-FACT Message Manual (Cargo-FACT) (Recommended Practice 1672, Attachment ‘A’), may be used.

In the event that some or all of the content found in boxes 1E, 20A and 31 of the air waybill cannot be transmitted via Cargo-IMP or Cargo-FACT messaging due to technical limitations, any other means to transmit such content may be used including, but not limited to, within or accompanying the text of an EDI Agreement.

Where such data is transmitted by an Agent, this shall be in accordance with Resolution 833, Paragraph 2.4, of the Cargo Agency Conference.

4.1 Responsibility for Particulars

The shipper is responsible for the correctness of the data relating to the cargo inserted by the shipper or on the shipper's behalf on the air waybill or furnished by the shipper or on the shipper's behalf to the carrier for insertion in the shipment record.

4.1.1 Where such information is provided by means of Electronic Data Interchange, it is the responsibility of the shipper or the shipper's agent to verify contents, accuracy and completeness of the EDI messages and subsequent messages according to the agreed standards and specifications.

4.1.2 The shipper or the shipper's agent shall indemnify the carrier against all damage suffered by it, or by any other person to whom the carrier is liable, by reason of the irregularity, incorrectness or incompleteness of the particulars and statements furnished by the shipper or on the shipper's behalf.
### ALTERNATIVE RATE CLASS LINE ENTRIES (see 2.18)

<table>
<thead>
<tr>
<th>No. of Pieces RCP (22A)</th>
<th>Gross Weight (22B)</th>
<th>kg (22C)</th>
<th>Rate Class (22D)</th>
<th>Commodity Item No. (22E)</th>
<th>Chargeable Weight (22F)</th>
<th>Rate/Charge (22G)</th>
<th>Total (22H)</th>
<th>Nature and Quantity of Goods (22I)</th>
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</thead>
<tbody>
<tr>
<td>No. of pieces Gross weight K or L M —</td>
<td>Chargeable weight Minimum charge Box 22G</td>
<td>Nature of goods</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>No. of pieces Gross weight K or L N —</td>
<td>Chargeable weight Rate per unit of weight Box 22G</td>
<td>Nature of goods</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>No. of pieces Gross weight K or L O —</td>
<td>Chargeable weight Rate per unit of weight Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L B —</td>
<td>Chargeable weight Basic charge Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L K —</td>
<td>Chargeable weight Rate per kilogram Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L C</td>
<td>Commodity item number</td>
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<tr>
<td>No. of pieces Gross weight K or L R</td>
<td>Applicable rate class code followed by reduced percentage applicable to charge</td>
<td>Chargeable weight Reduced charge Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L R</td>
<td>Applicable rate class code followed by reduced percentage applicable to charge</td>
<td>Chargeable weight Reduced rate per unit of weight Box 22G</td>
<td>Nature of goods</td>
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</tr>
<tr>
<td>No. of pieces Gross weight K or L S</td>
<td>Applicable rate class code followed by increased percentage applicable to charge</td>
<td>Chargeable weight Surcharged charge Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L S</td>
<td>Applicable rate class code followed by increased percentage applicable to charge</td>
<td>Chargeable weight Rate per unit of weight Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L U</td>
<td>Commodity item number</td>
<td>Pivot weight</td>
<td>Pivot charge Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight K or L U</td>
<td>Commodity item number</td>
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<td></td>
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<tr>
<td>No. of pieces Gross weight K or L E —</td>
<td>Weight in excess of weight</td>
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<td>No. of pieces Gross weight X</td>
<td>ULD rate class type</td>
<td>ULD tare</td>
<td>ULD ID code</td>
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<tr>
<td>No. of pieces Gross weight Y —</td>
<td>Chargeable weight A minus symbol followed by ULD flat discount Box 22G</td>
<td>Nature of goods</td>
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<td></td>
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</tr>
<tr>
<td>No. of pieces Gross weight Y —</td>
<td>Chargeable weight A minus symbol followed by ULD discount per unit of weight Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces Gross weight W —</td>
<td>Gross weight Weight increase per unit of weight Box 22G</td>
<td>Nature of goods</td>
<td></td>
<td></td>
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</table>

**Rate combination point**
Boxes 22B to 22I to be completed when applicable. Cannot be placed as first rating line entry.

<table>
<thead>
<tr>
<th>22J</th>
<th>22K</th>
<th>—</th>
<th>—</th>
<th>—</th>
<th>—</th>
<th>—</th>
<th>—</th>
<th>22L</th>
<th>22I</th>
</tr>
</thead>
</table>

**Total Number of pieces**

| Total gross weight | — | — | — | — | — | Total charge | Nature of goods |

---

**42ND EDITION, OCTOBER 2019**

27
RESOLUTION 600a
Attachment ‘B’
Appendix ‘C’

OTHER CHARGES CODES (see 2.19.6)

<table>
<thead>
<tr>
<th>CHARGE CODE</th>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Live Animals</td>
<td>Animal container</td>
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<tr>
<td>AS</td>
<td>Unit Load Device</td>
<td>Assembly</td>
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<tr>
<td>AT</td>
<td>Live Animals</td>
<td>Attendant</td>
</tr>
<tr>
<td>AW</td>
<td>Documentation</td>
<td>Air waybill/shipment record preparation fee</td>
</tr>
<tr>
<td>BF</td>
<td>Administration</td>
<td>Copies of documents</td>
</tr>
<tr>
<td>BI</td>
<td>Administration</td>
<td>Import/export documents processing</td>
</tr>
<tr>
<td>BM</td>
<td>Administration</td>
<td>Withdrawal of shipment after acceptance by carrier</td>
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<tr>
<td>BR</td>
<td>Administration</td>
<td>Bank hold fee for bank release</td>
</tr>
<tr>
<td>CA</td>
<td>Customs</td>
<td>Bonding</td>
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<tr>
<td>CB</td>
<td>Customs</td>
<td>Completion/preparation of documents</td>
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<tr>
<td>CC</td>
<td>Customs</td>
<td>Manual data entry for customs purposes</td>
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<tr>
<td>CD</td>
<td>Customs</td>
<td>Customs/regulatory handling at destination</td>
</tr>
<tr>
<td>CF</td>
<td>Customs</td>
<td>Inventory and/or inspection for customs purposes</td>
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<tr>
<td>CG</td>
<td>Customs</td>
<td>Electronic processing or transmission of data for customs purposes</td>
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<tr>
<td>CH</td>
<td>Customs</td>
<td>Customs/regulatory handling at origin</td>
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<td>CI</td>
<td>Customs</td>
<td>Customs overtime fee and other charges</td>
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<td>CJ</td>
<td>Customs</td>
<td>Removal (carrier warehouse to warehouse)</td>
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<td>DB</td>
<td>Administration</td>
<td>Disbursement fee collected from consignee for advance charges</td>
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<td>DC</td>
<td>Documentation</td>
<td>Certificate of Origin</td>
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<td>DD</td>
<td>Documentation</td>
<td>Preparation of Cargo manifest</td>
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<tr>
<td>DF</td>
<td>Documentation</td>
<td>Non-standard distribution channel service fee</td>
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<td>DG</td>
<td>Documentation</td>
<td>Air waybill cancellation before acceptance</td>
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<td>DH</td>
<td>Documentation</td>
<td>Air waybill amendment by Cargo Charges Correction Advice</td>
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<td>DI</td>
<td>Documentation</td>
<td>AWB re-waybilling</td>
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<td>DJ</td>
<td>Documentation</td>
<td>Proof of delivery</td>
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<td>Release order</td>
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<td>Documentation</td>
<td>Documentation for veterinary and/or phytosanitary purposes</td>
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<td>EA</td>
<td>Handling</td>
<td>Express cargo</td>
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<td>Handling</td>
<td>Weighing</td>
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<td>Human remains</td>
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<tr>
<td>HR</td>
<td>Human remains</td>
<td>Handling of human remains</td>
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<td>IA</td>
<td>Handling</td>
<td>Very important cargo (VIC)</td>
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<tr>
<td>IN</td>
<td>Administration</td>
<td>Insurance premium</td>
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<td>JA</td>
<td>Customs</td>
<td>Customs/regulatory clearance</td>
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<tr>
<td>KA</td>
<td>Heavy/Bulky cargo</td>
<td>Handling</td>
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<td>CHARGE CODE</td>
<td>CATEGORY</td>
<td>DESCRIPTION</td>
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<tr>
<td>LA</td>
<td>Live animals</td>
<td>Live animals related services</td>
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<tr>
<td>LC</td>
<td>Live animals</td>
<td>Cleaning</td>
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<tr>
<td>LE</td>
<td>Live animals</td>
<td>Hotel</td>
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<tr>
<td>LF</td>
<td>Live animals</td>
<td>Quarantine</td>
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<tr>
<td>LG</td>
<td>Live animals</td>
<td>Veterinary physical/documentary inspection</td>
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<tr>
<td>LH</td>
<td>Live animals</td>
<td>Storage</td>
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<tr>
<td>MA</td>
<td>Miscellaneous</td>
<td>Miscellaneous—due agent (see Note 1)</td>
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<tr>
<td>MB</td>
<td>Miscellaneous</td>
<td>Miscellaneous—unassigned (see Note 2)</td>
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<td>MC</td>
<td>Miscellaneous</td>
<td>Miscellaneous—due carrier (see Note 3)</td>
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<tr>
<td>MD to MN</td>
<td>Miscellaneous</td>
<td>Miscellaneous—due last carrier</td>
</tr>
<tr>
<td>MO to MX</td>
<td>Miscellaneous</td>
<td>Miscellaneous—due issuing carrier</td>
</tr>
<tr>
<td>MY</td>
<td>Surcharge</td>
<td>Fuel surcharge—due issuing carrier</td>
</tr>
<tr>
<td>MZ</td>
<td>Miscellaneous</td>
<td>Miscellaneous—due issuing carrier</td>
</tr>
<tr>
<td>NS</td>
<td>Surcharge</td>
<td>Navigation surcharge—due issuing carrier</td>
</tr>
<tr>
<td>PA</td>
<td>Perishables</td>
<td>Handling</td>
</tr>
<tr>
<td>PB</td>
<td>Perishables</td>
<td>Cool/cold room, freezer</td>
</tr>
<tr>
<td>PK</td>
<td>Packaging</td>
<td>Packing/repacking</td>
</tr>
<tr>
<td>PU</td>
<td>Pick-up and delivery</td>
<td>Pick-up service</td>
</tr>
<tr>
<td>RA</td>
<td>Dangerous goods</td>
<td>Dangerous goods physical/documentary inspection</td>
</tr>
<tr>
<td>RB</td>
<td>Dangerous goods</td>
<td>Rejection</td>
</tr>
<tr>
<td>RC</td>
<td>Administration</td>
<td>Referral of charge</td>
</tr>
<tr>
<td>RD</td>
<td>Dangerous goods</td>
<td>Radio-active room</td>
</tr>
<tr>
<td>SA</td>
<td>Pick-up and delivery</td>
<td>Delivery service</td>
</tr>
<tr>
<td>SB</td>
<td>Pick-up and delivery</td>
<td>Delivery notification</td>
</tr>
<tr>
<td>SC</td>
<td>Security</td>
<td>Security charge</td>
</tr>
<tr>
<td>SD</td>
<td>Pick-up and delivery</td>
<td>Delivery service surface charge—destination</td>
</tr>
<tr>
<td>SE</td>
<td>Pick-up and delivery</td>
<td>Proof of delivery</td>
</tr>
<tr>
<td>SF</td>
<td>Pick-up and delivery</td>
<td>Delivery Order</td>
</tr>
<tr>
<td>SI</td>
<td>Transit</td>
<td>Shipment stopped in transit at customer request</td>
</tr>
<tr>
<td>SO</td>
<td>Storage</td>
<td>Storage—origin</td>
</tr>
<tr>
<td>SP</td>
<td>Handling</td>
<td>Early release of shipment</td>
</tr>
<tr>
<td>SR</td>
<td>Storage</td>
<td>Storage—destination</td>
</tr>
<tr>
<td>SS</td>
<td>Administration</td>
<td>Signature service</td>
</tr>
<tr>
<td>ST</td>
<td>Taxes</td>
<td>State sales tax</td>
</tr>
<tr>
<td>SU</td>
<td>Pick-up and delivery</td>
<td>Pick-up service surface charge—origin</td>
</tr>
<tr>
<td>TC</td>
<td>Taxes</td>
<td>Stamp</td>
</tr>
<tr>
<td>TI</td>
<td>Taxes</td>
<td>Value Added Tax for import only</td>
</tr>
<tr>
<td>TR</td>
<td>Transit</td>
<td>Transit handling</td>
</tr>
<tr>
<td>TV</td>
<td>Taxes</td>
<td>Value Added Tax general or for export</td>
</tr>
<tr>
<td>TX</td>
<td>Taxes</td>
<td>General</td>
</tr>
<tr>
<td>UB</td>
<td>Unit Load Device</td>
<td>Disassembly</td>
</tr>
<tr>
<td>UC</td>
<td>Unit Load Device</td>
<td>Adjusting of improperly loaded Unit Load Device</td>
</tr>
<tr>
<td>UD</td>
<td>Unit Load Device</td>
<td>Demurrage</td>
</tr>
<tr>
<td>UE</td>
<td>Unit Load Device</td>
<td>Leasing</td>
</tr>
<tr>
<td>UF</td>
<td>Unit Load Device</td>
<td>Recontouring</td>
</tr>
<tr>
<td>UG</td>
<td>Unit Load Device</td>
<td>Unloading</td>
</tr>
<tr>
<td>UH</td>
<td>Unit Load Device</td>
<td>Handling</td>
</tr>
<tr>
<td>VA</td>
<td>Valuable cargo</td>
<td>Handling</td>
</tr>
<tr>
<td>VB</td>
<td>Valuable cargo</td>
<td>Security (armed guard/escort) handling</td>
</tr>
<tr>
<td>CHARGE CODE</td>
<td>CATEGORY</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>VC</td>
<td>Valuable cargo</td>
<td>Strongroom</td>
</tr>
<tr>
<td>WA</td>
<td>Vulnerable cargo</td>
<td>Handling</td>
</tr>
<tr>
<td>XB</td>
<td>Surcharge/premiums</td>
<td>Security</td>
</tr>
<tr>
<td>XD</td>
<td>Surcharge/premiums</td>
<td>War risk</td>
</tr>
<tr>
<td>ZA</td>
<td>Storage</td>
<td>Re-warehousing</td>
</tr>
<tr>
<td>ZB</td>
<td>Storage</td>
<td>General</td>
</tr>
<tr>
<td>ZC</td>
<td>Storage</td>
<td>Cool/cold room, freezer</td>
</tr>
</tbody>
</table>

**Note 1:** MA code is used if the miscellaneous charge is due agent but cannot be further identified.

**Note 2:** MB code is used if the miscellaneous charge is either due agent or due carrier.

**Note 3:** MC code is used if the miscellaneous charge is due carrier but cannot be further identified.

To indicate whether such other charges accrue to carrier or agent, one of the following entitlement codes: A (due agent) or C (due carrier) shall be used following the above codes and preceding the amounts.
RESOLUTION 600a
Attachment ‘B’
Appendix ‘D’

UNWEIGHTED MODULUS 7 APPLICATION ILLUSTRATION

The check digit shall be determined by using the unweighted Modulus 7 system, which divides the first seven digits of the serial number by seven and uses the remainder for verification and as the eighth digit.

The following example illustrates how to apply the unweighted Modulus 7 system to generate the check digit:
1) Assume the first seven digits of the serial number are ‘1234567’;
2) Divided 1234567 by 7;

```
1 7 6 3 6 6 7
1 2 3 4 5 6 7
5 3
4 9
4 4
4 2
2 5
2 1
4 6
4 2
4 7
4 2
5
```

3) Since ‘5’ is the remainder, therefore, ‘5’ will be assigned as the eighth digit, which is the check digit in the serial number.
4) The complete serial number shall read as ‘12345675’.

---

Resolution 600a—Attachment ‘B’, Appendix ‘D’
RESOLUTION 606*

BAR CODED LABEL

CBPP(08)606

Expiry: Indefinite
Type: B

RESOLVED that:

Section 1—General

1.1 For the carriage of cargo, identification label(s) in the form of a bar coded label may be used and attached to each package, adjacent to the consignee’s name and address where space permits. In certain cases, more than one label may be required, such as when shipments have labels applied by different parties, e.g. shippers, forwarders, airlines, or when the amount of optional information does not fit on the label stock in use.

1.2 For purposes of this Resolution, a bar coded label is one containing bar code(s). The label may be printed automatically on demand, or preprinted.

1.3 A bar code may be primary or secondary. A primary bar code is one which contains the master air waybill and piece number. Secondary bar codes contain other information and may also be included on the same, or separate, label(s).

1.4 Bar coded labels shall contain the following mandatory information:

1.4.1 airline name;
1.4.2 air waybill number;
1.4.3 destination;
1.4.4 primary bar code.

1.5 Bar coded labels may contain optional information; for example:

1.5.1 airline insignia;
1.5.2 transfer points;
1.5.3 piece number;
1.5.4 weight of this piece;
1.5.5 total number of pieces;
1.5.6 total weight of this shipment;
1.5.7 handling information;
1.5.8 house waybill number;
1.5.9 house waybill piece number;
1.5.10 origin;
1.5.11 total number of house waybill pieces;
1.5.12 total weight of house waybill pieces;
1.5.13 product name;
1.5.14 other information;
1.5.15 secondary bar code.

1.6 Bar coded label quality should be of a type with equal or better characteristics than commonly used in preprinted cargo labels. These specific characteristics include:

1.6.1 adhesion holding power;
1.6.2 service temperature range;
1.6.3 moisture resistance.

Section 2—Technical Specifications

2.1 The layout and minimum dimensions of bar code labels are defined in Attachments ‘C’ and ‘D’ of this Resolution.

2.2 Bar coded information shall be in accordance with Recommended Practice 1600t and as shown in Attachments ‘A’ and ‘B’ of this Resolution.

2.3 Notwithstanding the provisions of this Resolution, carriers and their customers who use the bar coded labels of different dimensions may continue to use them, provided the data encoding requirements specified in Attachments ‘A’ and ‘B’ of this Resolution are met.

Section 3—Completion

3.1 The circled numbers to the right of the titles below, correspond with the numbers in the boxes of the specimen label illustrated in Attachment ‘C’ of this Resolution.

3.2 Completion of the mandatory boxes on the labels shall be as shown below:

3.2.1 Airline Name
The airline name.

3.2.2 Air Waybill Number
The airline code and air waybill number of the shipment. The serial number may be shown as two groups of four digits.

3.2.3 Destination
The IATA three-letter code of the airport of destination. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

* This Resolution is in the hands of all IATA Cargo Agents.
3.2.4 Primary Bar Code

The primary bar code contains all data elements described in Attachment ‘A’ of this Resolution. Whenever more than one bar code is printed on a label containing the primary bar code, the primary code must appear first.

3.3 When used, completion of the optional information on the labels shall be as follows:

3.3.1 Airline Insignia
The airline insignia.

3.3.2 Transfer Points
The IATA three-letter code of the airport(s) of transfer. When the airport code is unknown or the city (cities) is (are) served by more than one airport the IATA three-letter city code may be used.

3.3.3 Piece Number
The air waybill piece number.

3.3.4 Weight of this Piece
The weight of the specific package to which the label is attached, together with the unit of weight (K or L).

3.3.5 Total No. of Pieces
The total number of pieces comprising the shipment.

3.3.6 Total Weight of this Shipment
The total weight of the shipment, together with the unit of weight (K or L).

3.3.7 Handling Information
Any information which pertains to the handling of the shipment.

3.3.8 HWB No.
The house waybill (HWB) number.

3.3.9 HWB Piece No.
The house waybill (HWB) piece number.

3.3.10 Origin
The IATA three-letter code of the airport of origin. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

3.3.11 Total No. of HWB Pieces
The total number of pieces comprising the shipment being shipped under this house waybill.

3.3.12 Total Weight of HWB Pieces
The total weight of pieces represented by the house waybills, together with the unit of weight (K or L).

3.3.13 Product Name
The marketing name associated with the type of freight movement.

3.3.14 Other Information
Information which may be added at the user's discretion.

3.3.15 Secondary Bar Code
The secondary bar code(s) is printed in box 6 of Attachment ‘C’ of this Resolution whenever a primary bar code is included on the label; otherwise it may be printed in box 5. The secondary bar code(s) contains data elements identified in Attachment ‘B’ of this Resolution.
The optical characteristics of the bar code shall be such as to be readable:

- using a contact scanner (wand reader);
- at a distance of up to 1.80 m (6 ft) using a non-contact scanner;
- using a fixed scanner on a conveyor moving at speeds of approximately 1.80 metres per second (6 feet per second) and a depth of field ranging from 12.7 to 803 mm (½ to 32 in).

The primary bar code, of sixteen continuous numeric characters, in which the encoded data shall comprise the following fields:

- the three-digit numeric airline prefix;
- the eight-digit numeric air waybill number;
- a single digit separator (shall always be zero);
- a four-digit numeric unique piece number, indicating each individual piece in a multi-piece shipment. If this field is not used, it shall comprise four zeros;

**Note:** The bar code may have human readable translation of all digits in the field.

Examples:

a) air waybill 777-12345675, piece number 3: 7771234567500003
b) air waybill 777-76543213, piece number 122: 777654321300122
c) air waybill 777-32176546, pieces field not used: 7773217654600000

The primary bar code shall be printed on the cargo label as indicated in Attachments ‘C’ and ‘D’. There should be no box around the bar code in order to maximise reading efficiency.

The bar code shall be printed in Code 128 with a minimum width of the narrow bar (× dimension) of 0.5 mm (0.02 in). The bar code shall be printed vertically (picket fence) with a minimum bar height of 21.6 mm (0.85 in).

The bar code includes the following top and bottom quiet zones:

Top quiet zone: minimum 2.54 mm (0.1 in)

Bar code: 21.6 mm (0.85 in)

Bottom quiet zone: minimum 6.35 mm (0.25 in)

The side quiet zones shall be as specified in Recommended Practice 1600t.
RESOLUTION 606
Attachment ‘B’

Secondary Bar Code

Where more than one secondary bar code is printed on a label, the bar code containing the house waybill number shall be printed as the first of these secondary bar codes.

The secondary bar codes can be variable in length, depending on the fields used. One-character field identifiers will be used as specified below. Printing characteristics of the secondary bar code, including narrow bar dimensions, quiet zones and optical characteristics, shall be the same as specified for the primary bar code. The industry standard (AIM) check digit will be the last character in the bar coded string of data.

Symbology

The secondary bar code shall be printed using CODE 128 and using the standard described in Recommended Practice 1600t.

Specifications

Field Identifier

The field identifier shall consist of a single alpha character as defined below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Identifier</th>
<th>Format (Cargo-IMP Standard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>D</td>
<td>aaa</td>
</tr>
<tr>
<td>Total No. of Pieces</td>
<td>P</td>
<td>n[...4]</td>
</tr>
<tr>
<td>Transfer Points</td>
<td>C</td>
<td>aaa</td>
</tr>
<tr>
<td>Weight of this Piece</td>
<td>W</td>
<td>n[...7]p</td>
</tr>
<tr>
<td>Total Weight of this Shipment</td>
<td>T</td>
<td>n[...7]p</td>
</tr>
<tr>
<td>Handling Information</td>
<td>B</td>
<td>t[...36]</td>
</tr>
<tr>
<td>Origin</td>
<td>O</td>
<td>aaa</td>
</tr>
<tr>
<td>HWB No.</td>
<td>H</td>
<td>n[1...12]</td>
</tr>
<tr>
<td>HWB Piece No.</td>
<td>Y</td>
<td>n[...4]</td>
</tr>
<tr>
<td>Total No. of HWB Pieces</td>
<td>S</td>
<td>n[...4]</td>
</tr>
<tr>
<td>Total Weight of HWB Pieces</td>
<td>A</td>
<td>n[...7]p</td>
</tr>
<tr>
<td>Carrier/Customer Specific Information</td>
<td>Z</td>
<td>t(1...65)</td>
</tr>
<tr>
<td>Unique Piece Identifier</td>
<td>J</td>
<td>t(1...35)</td>
</tr>
</tbody>
</table>

Field Delimiter

The delimiter shall be the Plus Sign (+).

Remarks: A, W and T fields to include K or L as the last character to denote kilograms or pounds.

Bar Code Format

The format shall consist of the field identifier immediately followed by the field data. The field delimiter immediately follows. This sequence is repeated until all data is encoded. The industry standard (AIM) check digit will be the last character in the bar coded string of data. As with the primary bar code, the check digit will not be printed in human-readable format. There is no continuation character. If the amount of data to be coded is too great to fit on the label in one secondary bar code, then another bar code must be used. Each bar code will contain complete information for the data fields specified by the field identifier.

Examples:

a) HWB No.: CHZH8-1234567
b) Destination: ABY, Number of HWB Pieces: 99.

This data will not fit onto a 4 in (102 mm) label, so two bar codes are used. The data strings are formatted as follows:

Bar Code No. 1
HCHZH81234567
Bar Code No. 2
DABY+S0099

Bar Code Examples:

Example Number One:

Example Number Two:
RESOLUTION 606
Attachment ‘C’

**BAR CODED LABEL**

<table>
<thead>
<tr>
<th>Field</th>
<th>Width (mm)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRLINE NAME/INSIGNIA</td>
<td>20 mm</td>
<td>1</td>
</tr>
<tr>
<td>BAR CODED INFORMATION</td>
<td>35 mm</td>
<td>5</td>
</tr>
<tr>
<td>AIR WAYBILL NO.</td>
<td>15 mm</td>
<td>2</td>
</tr>
<tr>
<td>DESTINATION / TOTAL NO. OF PIECES</td>
<td>15 mm</td>
<td>3 4</td>
</tr>
<tr>
<td>OPTIONAL INFORMATION</td>
<td>43 mm</td>
<td>6</td>
</tr>
</tbody>
</table>

**Note:** Boxes containing human readable information must be titled.
BAR CODED LABEL

102 mm (4.0 in)

128 mm (5.0 in)

Optional Information

Layout and dimensions of individual boxes at user's discretion

Note: Boxes containing human readable information must be titled.
Note: Boxes containing human readable information must be titled.
BAR CODED LABEL

102 mm (4.0 in)

Agent
Panalpina

House Waybill No.
CHZH8 - 1234567

Destination
Total No. of HWB Pieces
ABY
99

Note: Boxes containing human readable information must be titled.
RESOLUTION 606a*

NON-BAR CODED LABEL

CSC(21)606a  
Exp: Indefinite  
Type: B

RESOLVED that:

Section 1—General

1.1  For the carriage of cargo, unless a bar coded label in accordance with Resolution 606 is used, identification label(s) in the form of a non-bar coded label shall be used and attached to each package, adjacent to the consignee's name and address where space permits.

In certain cases, more than one label may be required, such as when shipments have labels applied by different parties, e.g. shippers, forwarders, airlines, or when the amount of optional information does not fit onto the label stock in use. For example, a forwarder may add a label containing house waybill information, and a second label, containing air waybill information, may be subsequently added on shipment consolidation.

1.2  For the purposes of this Resolution, a non-bar coded label is one which does not contain bar codes. The label may be preprinted and completed manually, but in some cases may be printed automatically on demand.

1.3  Notwithstanding 1.1, the label need not be used for online carriage of cargo.

1.4  Labels shall contain the following mandatory information:

1.4.1  airline name;
1.4.2  air waybill number;
1.4.3  destination;
1.4.4  total number of pieces.

1.5  Labels may contain optional information; for example:

1.5.1  airline insignia;
1.5.2  transfer points;
1.5.3  piece number;
1.5.4  weight of this piece;
1.5.5  total weight of this shipment;
1.5.6  house waybill number;
1.5.7  house waybill piece number;
1.5.8  handling information;
1.5.9  origin;

1.5.10  total number of house waybill pieces;
1.5.11  total weight of house waybill pieces;
1.5.12  product name;
1.5.13  other information which may be added at the user's discretion.

1.6  Label quality should be of a type with equal or better characteristics than commonly used in preprinted cargo labels. These specific characteristics include:

1.6.1  adhesion holding power;
1.6.2  service temperature range;
1.6.3  moisture resistance.

Section 2—Technical Specifications

2.1  A specimen label, showing the location and labeling of the various boxes, is shown in Attachment 'A' of this Resolution.

2.2  The dimensions of the label and information entered shall be as follows:

2.2.1  the minimum dimensions of individual boxes shall be 76 mm in width and 20 mm in height;
2.2.2  where two boxes are shown horizontally alongside each other, they may be less than 76 mm but at least 38 mm in width;
2.2.3  the minimum height of the information entered in the boxes shall be 5 mm.

Section 3—Completion

3.1  The circled numbers to the right of the titles below, correspond with the numbers in the boxes of the specimen label illustrated in Attachment 'B' of this Resolution.

3.2  The completion of the mandatory boxes on the label shall be as shown below:

3.2.1  Airline Name

The airline name.

3.2.2  Air Waybill Number

The air waybill number of the shipment. The serial number may be shown as two groups of four digits.

3.2.3  Destination

The IATA three-letter code of the airport of destination. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

* This Resolution is in the hands of all IATA Cargo Agents.
3.2.4 Total No. of Pieces

The total number of pieces comprising the consignment.

3.3 When used, completion of the optional information on the labels shall be as follows:

3.3.1 Airline Insignia

The airline insignia.

3.3.2 Transfer Points

The IATA three-letter code of the airport(s) of transfer. When the airport code is unknown or the city (cities) is (are) served by more than one airport the IATA three-letter city code may be used.

3.3.3 Piece Number

The air waybill piece number.

3.3.4 Weight of this Piece

The weight of the specific package to which the label is attached, together with the unit of weight (K or L).

3.3.5 Total Weight of this Shipment

The total weight of the shipment, together with the unit of weight (K or L).

3.3.6 Handling Information

Any information which pertains to the handling of the shipment.

3.3.7 HWB No.

The house waybill (HWB) number.

3.3.8 HWB Piece No.

The house waybill (HWB) piece number.

3.3.9 Origin

The IATA three-letter code of the airport of origin. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

3.3.10 Total No. of HWB Pieces

The total number of pieces comprising the shipment being shipped under this house waybill.

3.3.11 Total Weight of HWB Pieces

The total weight of pieces represented by the house waybills, together with the unit of weight (K or L).

3.3.12 Product Name

The marketing name associated with the type of freight movement.

3.3.13 Other Information

Information which may be added at the user's discretion.
**RESOLUTION 606a**  
**Attachment ‘A’**

<table>
<thead>
<tr>
<th>NON-BAR CODED LABEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRLINE (optional)</td>
</tr>
<tr>
<td>NAME/INSIGNIA</td>
</tr>
<tr>
<td>AIR WAYBILL NO.</td>
</tr>
<tr>
<td>DESTINATION TOTAL NO. OF PIECES</td>
</tr>
<tr>
<td>TRANSFER POINTS (optional) PIECE NUMBER (optional)</td>
</tr>
<tr>
<td>WEIGHT OF THIS PIECE (optional) TOTAL WEIGHT OF THIS SHIPMENT</td>
</tr>
<tr>
<td>HANDLING INFORMATION (optional)</td>
</tr>
<tr>
<td>HWB NO. (optional) HWB PIECE NO. (optional)</td>
</tr>
<tr>
<td>ORIGIN (optional) TOTAL NO. OF HWB PIECES (optional)</td>
</tr>
<tr>
<td>TOTAL WEIGHT OF HWB PIECES (optional) PRODUCT NAME (optional)</td>
</tr>
<tr>
<td>OTHER INFORMATION</td>
</tr>
</tbody>
</table>

**Note:** Each box appearing on the label must be titled.

---

**RESOLUTION 606a**  
**Attachment ‘B’**

<table>
<thead>
<tr>
<th>NON-BAR CODED LABEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRLINE (optional)</td>
</tr>
<tr>
<td>NAME/INSIGNIA</td>
</tr>
<tr>
<td>AIR WAYBILL NO.</td>
</tr>
<tr>
<td>DESTINATION TOTAL NO. OF PIECES</td>
</tr>
<tr>
<td>TRANSFER POINTS (optional) PIECE NUMBER (optional)</td>
</tr>
<tr>
<td>WEIGHT OF THIS PIECE (optional) TOTAL WEIGHT OF THIS SHIPMENT</td>
</tr>
<tr>
<td>HANDLING INFORMATION (optional)</td>
</tr>
<tr>
<td>HWB NO. (optional) HWB PIECE NO. (optional)</td>
</tr>
<tr>
<td>ORIGIN (optional) TOTAL NO. OF HWB PIECES (optional)</td>
</tr>
<tr>
<td>TOTAL WEIGHT OF HWB PIECES (optional) PRODUCT NAME (optional)</td>
</tr>
<tr>
<td>OTHER INFORMATION</td>
</tr>
</tbody>
</table>

**Note:** Each box appearing on the label must be titled.
RESOLUTION 607

STANDARDS FOR LABELS AND TAGS FOR SPECIAL SHIPMENTS

CSC(32)607

Expiry: Indefinite
Type: B

RESOLVED that:

1. Members desiring to use labels or tags for special consignments shall use the labels or tags set forth herein. In the case of dangerous goods the use of labels as per Attachment ‘A’ to Resolution 618, in the case of live animals as per Attachment ‘A’ to Resolution 620, or in the case of perishables, including time and temperature sensitive goods, as per Attachment ‘A’ to Resolution 622 is mandatory.

2. The outside measurements of these labels and tags (except the “This Way Up” label) shall be not less than 74 mm (2 15/16 in) in width by 105 mm (4 1/8 in) in height.

3. The colours, symbols, language, wording and form of the labels and tags and the respective classification of the special consignments they cover shall be as set forth in Attachment ‘A’.

4. Where space permits, the standard labels and tags for special shipments shall be attached adjacent to the consignee's name and address.

5. Notwithstanding Paragraphs 2 and 3, Members shall use the labels and tags shown in Attachment ‘A’ not later than when replacing their present stock of labels and tags.

6. Not more than two languages may be shown on the labels in Attachment ‘A’ provided that one language must be English.

---

* This Resolution is in the hands of all IATA Cargo Agents.
RESOLUTION 612*

SHIPPER’S REQUEST FOR CHANGES TO AIR WAYBILL AND SHIPMENT RECORD AMOUNTS

CSC(10)612  Expiry: Indefinite
CSC(19)612  Type: B

RESOLVED that:

1. PREPAID/COLLECT PAYMENT OF TRANSPORTATION CHARGES

A request to change transportation charges from collect to prepaid or vice versa, shall be made by the shipper or his agent in writing prior to delivery of the consignment to the consignee or his agent.

2. DISBURSEMENT AMOUNT

A request to change disbursement(s) amount(s) shall be made by the shipper or his agent in writing prior to delivery of the consignment to the consignee or his agent.

3. DECLARED VALUE FOR CARRIAGE

A request for a change of the declared value for carriage amount shall be made by the shipper or his agent in writing prior to departure from the airport of origin of the consignment. The declared value for carriage entered on the air waybill or in the shipment record shall not be amended after dispatch of the consignment from the airport of departure shown on the air waybill or in the shipment record.

4. AMOUNT OF INSURANCE

A request for a change of the amount of insurance shall be made by the shipper or his agent in writing prior to departure from the airport of origin of the consignment. The amount of insurance entered on the air waybill or in the shipment record shall not be amended after dispatch of the consignment from the airport of departure shown on the air waybill or in the shipment record.

5. CHANGE OF AN AIR WAYBILL OR SHIPMENT RECORD AMOUNT

Notwithstanding the provisions specified above, shipper’s request for change of an air waybill or shipment record amount will only be dealt with by carrier subject to timely settlement of all corrective action required by the appropriate department(s) of the delivering and/or issuing carrier concerned. In case the air waybill or shipment record cannot be altered before dispatch from the airport of departure, it will be (considered to be) amended only

* This Resolution is in the hands of all IATA Cargo Agents.
upon receipt by the first and/or issuing carrier at the airport of departure of a confirmation of successful corrective action taken and reported by the delivering carrier.

GOVERNMENT RESERVATIONS

ZAMBIA

For shipments from/to Zambia, modification from “charges pre-paid” to “charges collect” basis or vice versa at any stage after the issue of the original air waybill, may be made only against delivery of specific written authority for such modification, issued by the Zambian Government Department which issued the import/export permit/licence. (24.8.1977)

RESOLUTION 614

PROCEDURES FOR DISBURSEMENTS

CSC(18)614  Expiry: Indefinite
CSC(19)614  Type: B

RESOLVED that:

1. For the purposes of this resolution, a disbursement is an amount(s) collected at destination, for the provision of services incurred at origin incidental to the air carriage of the consignment. Such services will be limited to prior transportation, handling and documentation.

2. The disbursement is collected by the last carrier and is due to the issuing carrier for payment to an agent or to another carrier where such amount(s) relate to services performed prior to air carriage from the point of departure indicated on the air waybill or in the shipment record.

3. Where applicable, charges for collection of disbursements shall be levied in accordance with Resolutions 509 and 509e.

4. Such disbursement amount(s) must be entered on the air waybill or in the shipment record in accordance with Resolution 600a, Attachment ‘B’. These disbursement amount(s) and applicable charge shall be shown separately on the air waybill or in the shipment record in the following manner:

4.1 each separate disbursement amount shall be entered as due agent or due carrier in the “Other Charges” box in accordance with Resolution 600a;

4.2 the disbursement charge levied in accordance with Resolution 509 and 509e shall be entered as an amount due carrier in the “Other Charges” box in accordance with Resolution 600a;

4.3 the total of the amounts in accordance with 4.1 and 4.2 shall be entered in the “Total Other Collect Charges Due Agent” or “Total Other Collect Charges Due Carrier” box;

4.4 no amendment of the disbursement amount(s) shall be permitted except that if the shipper or his agent requests an amendment in writing prior to the delivery of the consignment to the consignee or his agent, and following collection of such amended amount from the consignee, the difference resulting from the amendment may be settled at origin.

5. Where the disbursement amount and applicable charge cannot be collected from the consignee and have therefore been debited to the issuing carrier, these amounts shall be recharged to the shipper or agent, under the provisions of Resolution 801r when applicable.

* This Resolution is in the hands of all IATA Cargo Agents.
RESOLUTION 618*
IATA DANGEROUS GOODS REGULATIONS

CSC(06)618

Expiry: Indefinite
Type: B

RESOLVED that:

1. In scheduled and/or unscheduled operations, no dangerous goods shall be accepted and carried unless they comply fully with the international standards and recommended practices of Annex 18 to the Convention on International Civil Aviation—"The Safe Transport of Dangerous Goods by Air" and its associated Technical Instructions as reflected in the "IATA Dangerous Goods Regulations" as set forth in Attachment 'A'. In cases of extreme urgency, when other forms of transport are inappropriate, or full compliance with the prescribed requirements is contrary to the public interest, the States concerned may grant exemptions from these requirements; provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided by the applicable Regulations.

GOVERNMENT RESERVATIONS

UNITED KINGDOM

1. In regard to Resolutions 618, 619, 745, 745a, 745b and 801, or any other Resolution dealing with the carriage of dangerous goods or weapons, fire arms and ammunition, as cargo or by passengers, the legislation in the UK takes precedence over these Resolutions. The UK legislation is contained in Air Navigation Order and the Air Navigation (Dangerous Goods) Regulations (April 1985).

RESOLUTION 620*
IATA LIVE ANIMALS REGULATIONS

CSC(18)620

Expiry: Indefinite
Type: B

RESOLVED that:

1. The acceptance, packing and handling of live animals for transportation by air shall be in accordance with the principles and provisions as specified in the IATA Live Animals Regulations, as set forth in Attachment 'A'.

2. Notwithstanding the foregoing, Members may accept consignments of live animals according to criteria different from, but of no less a standard than, those in Attachment 'A', for the type of animals to be transported.

3. Nothing in this Resolution shall obligate any Member to comply with these principles and provisions for the acceptance and carriage of live animals in full aircraft loads.

4. Members shall inform the IATA Live Animals and Perishables Board of new species being carried in order that criteria can be established for the acceptance and carriage of such species.

GOVERNMENT RESERVATIONS

CANADA

1. Such criteria, standards, charges, rates or conditions of carriage which may be specified in the IATA Live Animals Manual shall not apply in respect of transportation to or from Canada unless clearly provided for in the carrier's tariff in effect and on file with the National Transportation Agency of Canada. (17.1.74)

* This Resolution is in the hands of all IATA Cargo Agents.

1 Attachment 'A' has been promulgated by IATA as a separate document.

2 The States concerned are the States of origin, transit, overflight and destination of the consignment and the State(s) of the operator.
RESOLUTION 670*

CARGO ELECTRONIC DATA
INTERCHANGE MESSAGE
STANDARDS

CSC(32)670  Expiry: Indefinite
Type: B

RESOLVED that:


2. For the interchange of cargo messages between IATA Members and customs administrations, development and composition of messages shall be in accordance with the guidelines as specified in Resolution 656.

3.3.1 Cargo messages solely between third parties may be published in the IATA/A4A Cargo-IMP Manual, the IATA Cargo-FACT Message Manual and/or the IATA Cargo-XML Message Manual, provided such messages are fully compliant with the message standards and that there is a clearly identified benefit to Members.

3.2 Message development requests from third parties will only be considered if submitted through, and championed by, a Member airline who will present the business case and data requirements.

RESOLUTION 671

CHANGES TO CARGO INTERCHANGE
MESSAGE PROCEDURES
(CARGO-IMP)

CSC(18)671  Expiry: Indefinite
Type: B

RESOLVED that:

1. Proposals for new messages or amendments to existing messages or text published in the IATA/A4A Cargo Interchange Message Procedures Manual (Cargo-IMP) (Resolution 670, Attachment ‘A’) may be submitted to the Secretary, Cargo Services Conference at any time on the standard form shown at Attachment ‘A’. Such proposals shall be circulated to all members of the Cargo Operations and Technology Board (COTB) for consideration and agreement.

2. Members of the COTB shall consider all such proposals referred to them.

3. If agreed by members of the COTB, direct the Secretariat to prepare, in conjunction with the proponent, complete technical solution to the business case previously approved by the COTB, using the data requirements provided with the message request. This solution will then be submitted to all current members of the Cargo Data Interchange Task Force for technical review and assessment.

4. If such proposal is found to be technically acceptable, they shall be circulated to all Members by Notice of Amendment in accordance with the procedures detailed in Resolution 601.

5. If rejected by members of the COTB or found not to be technically acceptable, refer the proposal to the proponent with justification for such rejection.

6. The Secretariat shall arrange for the publication of new messages or agreed amendments to existing messages either on an annual basis or as required in consultation with the members of the COTB.

7. Where a message is proposed and accepted by the COTB as a “draft message”, the message will be clearly designated as a “draft subject to revision” and will not be declared effective. If and when the message is considered to be stable, a new proposal may be submitted.

* This Resolution is in the hands of all IATA Cargo Agents.

† Attachment ‘A’ has been promulgated by IATA as a separate document.
### RESOLUTION 671
Attachment ‘A’

#### CARGO EDI MESSAGE REQUEST FORM

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<tr>
<td>AMENDMENT: [ ]</td>
<td>OR NEW MESSAGE: [ ]</td>
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<td>AIRLINE OR ORGANISATION</td>
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<td>JUSTIFICATION:</td>
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<tr>
<td>IS PROPOSAL COMMUNICATIONS RELATED? [ ]</td>
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<td>IMPLEMENTATION PLAN (INCLUDING DATES):</td>
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<td>PRIORITY:</td>
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<td>REJECTED AND REASON:</td>
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</tbody>
</table>

* YY = year; X = N for new messages; nnn = sequentially assigned number
X = C for amendments;
Example: 94-C-001

#### ASSIGNMENT OF COPYRIGHT

The undersigned in the above-mentioned message request hereby assigns and transfers, as of the above Date of Submission, all rights, including copyrights, in such literary work, unto International Air Transport Association (IATA). Further, the undersigned waives any and all moral rights in such work in favor of IATA.

Owner of copyright or its duly authorized agent

Name:

Title:
<table>
<thead>
<tr>
<th>Data ID</th>
<th>Data Description</th>
<th>Form</th>
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</table>
INSTRUCTIONS FOR COMPLETION

Data ID—organise data by logical, related groups and enter either:

- an upper case letter to identify the data group;
- or a sequential number for each data element.

Data Description—enter a concise, meaningful description of the data group or the data element.

Form—enter the character type (a–alpha, n–numeric, an–alphanumeric, d–decimal, t–text) for the data element and the number, or minimum/maximum range, e.g. 4…8, of characters.

Status—enter one of the following statuses for the data group or data element:

- M—mandatory (must be included);
- C—conditional (must be included if the indicated condition is met);
- O—optional (may be included).

The status of the data element is relevant to the status of the data group. For example, within an optional data group, the condition for a conditional data element only applies if the optional data group is included.

For EDIFACT messages, only mandatory and conditional statuses apply.

Condition—if the status of the data group or element is "C", enter the condition for the inclusion of the data group or data element. The condition must be related strictly to the existence, or non-existence, of other data within the message.

Note—if further explanation for a data group or data element is required, enter a sequential reference number and include the explanatory note on a separate sheet of paper.

Repeat Information—if multiple occurrences of data are allowed, complete this as follows:

- Data—enter the Data ID, or range of Data IDs, of the data group(s) or data element(s) that can be repeated;
- Times—enter the number of times the data can be repeated. If unlimited occurrences are allowed, enter "U";
- Within—for data repetition within a data group or within another data repetition range, enter the Data ID, or range of Data IDs, of the data group(s).
### EXAMPLE OF CARGO EDI DATA REQUIREMENTS FORM

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</table>

**Note 1:** Only the following charges may be included in Charges Data: Weight, Valuation, Other Charges due Agent and Other Charges due Carrier. At least one of these must be included, but all four may be included.

**Note 2:** If 22 included.

**Note 3:** If 27 included.
RECOMMENDED PRACTICE 1600t

USE OF BAR CODES AND BAR CODE EQUIPMENT IN CARGO APPLICATIONS

CAC1(34)801a (except USA) Expiry: Indefinite
Type: B

CAC2(34)801a (amended)
CAC3(34)801a (amended)

RECOMMENDED that:

1. Where Members wish to use bar codes on cargo traffic documents, labels and ancillary equipment, any of the following three Uniform Symbol Specifications (USS) may be used:

1.1 Code 39, where the requirement is for discrete alphanumeric applications;

1.2 CODABAR, where the requirement is for discrete numeric applications; and

1.3 Code 128, where the requirement is for full ASCII character set or double density numeric applications.

2. The technical specifications of these three symbolologies are those embodied in the Association of Identification Manufacturers (AIM) and ISO Standards. These specifications are nominated Attachments 'A', 'B' and 'C' and are available from AIM.

3. Where Members have bar codes preprinted on documents, labels, etc. the code shall comply with the dimensions and tolerances defined in the AIM/ISO Standards described above.

4. Where Members use dot matrix or other similar equipment to print bar codes on labels, the equipment should be set up to print as near as possible to the dimensions and tolerances defined in the AIM/ISO Standards described above.

RESOLUTION 801a(II)

CARGO AGENCY AGREEMENT (II)

CAC1(34)801a (except USA) Expiry: Indefinite
Type: B
CAC2(34)801a (amended)
CAC3(34)801a (amended)

RESOLVED that, the following form of Cargo Agency Agreement (version II) is adopted, with an implementation date to be decided by the Cargo Agency Conference:

CARGO AGENCY AGREEMENT

AN AGREEMENT made this ... day of ... 20 ... BETWEEN each IATA Member (hereinafter called ‘Carrier’) which thereafter appoints the Agent as provided in the Cargo Agency Rules, represented by the Director General of IATA or his authorised representative acting for and on behalf of such IATA Members AND .... having its principal office at ..... (hereinafter called the Agent’) with respect to the promotion and sale of international air cargo transportation (hereinafter referred to as ‘air cargo transportation’) within ... (specific country of the Agent) (hereinafter called the Specified Country) and the handling and delivery to Carriers of cargo consignments within the Specified Country and at the following airport(s) in (a) country(ies) immediately adjacent to the Specified Country .................

WHEREBY IT IS AGREED AS FOLLOWS:

1. Effectiveness

this Agreement shall become effective between the Agent and a Carrier upon appointment of the Agent by such Carrier in accordance with the Cargo Agency Rules in effect in all countries except USA. A Carrier may appoint the Agent by means of individual appointment or by general concurrence. Upon coming into effect this Agreement, including any amendments thereto, shall have the same force and effect between the Carrier and the Agent as though they were both named herein and had both subscribed their names as parties hereto.

2. Rules, Resolutions and Provisions Incorporated in Agreement

2.1(a) the terms and conditions governing the relationship between the Carrier and the Agent are set forth in the Resolutions (and other provisions derived therefrom) contained in the Cargo Agent's Handbook ('the Handbook') as published from time to time under the authority of the Agency Administrator and attached to this Agreement. The Handbook incorporates:

2.1(a)(i) the Cargo Agency Rules,

2.1(a)(ii) other applicable IATA Resolutions.

2.1(b) Such Rules, Resolutions and other provisions as amended from time to time are deemed to be incorporated in this Agreement and made part hereof and the
Carrier and the Agent agree to comply with them. Any amendment to such Rules and Resolutions shall be subject to a consultative process which forms part of the machinery used to amend such Rules and Resolutions and is described in the Handbook;

2.2 the Agent acknowledges that it has received a copy of the current edition of the Handbook and has acquainted itself with the contents thereof;

2.3 the Agency Administrator shall provide the Agent with subsequent editions of the Handbook and all amendments thereto. The Agent shall be notified of any amendments to the contents of the Handbook and such amendments shall be deemed to be incorporated herein;

2.4 the terms and expressions used in this Agreement shall, unless the context otherwise requires, have the meanings respectively provided for in the Cargo Agency Rules. In the event of any conflict, contradiction or inconsistency between any provisions with which the Agent is required to comply under Subparagraph 2.1 this Paragraph, and any of the provisions of this Agreement, the provisions of this Agreement shall prevail.

3. Scope of Agent’s Authority

3.1 the authority of the Agent to represent the Carrier shall be specifically limited to the authority expressly granted by this Agreement;

3.2 subject to the provisions of this Agreement, the Agent shall represent the Carrier in the sale of air cargo transportation other than mail over the services of the Carrier and, when authorised by the Carrier, over the services of other air carriers with which the Carrier has an interline agreement;

3.3 with respect to the Carrier’s aircraft or route by which any consignment is to be transported and as to any service to be furnished by the Carrier, the Agent shall make only such representations as are authorised in this Agreement or may thereafter be authorised by the Carrier;

3.4 when the Agent consolidates goods and delivers them in one consignment to the Carrier ready for carriage on behalf of a number of shippers or Agents, the provisions of this Agreement shall apply only in respect of the Air Waybill issued in the name of the Carrier and which covers the consolidated consignment.

4. Observance of Laws and Regulations

the Agent shall observe all Government laws and regulations applicable to the sale of air cargo transportation, or to any other acts performed by the Agent under this Agreement.

5. General Provisions

5.1 the Agent undertakes that the sale of air cargo transportation and handling of consignments performed under this Agreement by the Agent or by its officers or employees shall be in strict compliance with the rates, rules and conditions applicable to such transportation as published in the Carrier’s Conditions of Carriage or in its tariffs, timetables, notices, instructions and elsewhere unless otherwise agreed between the Carrier and the Agent. The Carrier shall furnish the Agent with the necessary information;

5.2 the Agent undertakes to maintain at all places where it makes air cargo ready for carriage the premises, staff and equipment required by the Cargo Agency Rules;

5.3 the Agent shall adhere to security control measures as prescribed by the responsible authority(ies), and shall also adhere to any other such measures that may be required under IATA Resolutions and are stipulated in the Handbook;

5.4 the Agent shall not in any manner vary or modify the terms and conditions set forth in any documents and instructions of the Carrier;

5.5 the Agent shall transmit to the Carrier such specific requests or particulars in connection with each consignment as may be proper to enable the Carrier to render efficient service to its customers; provided that any such requests or particulars transmitted by electronic means should be in conformity with established industry standards;

5.6 the Agent shall ensure that consignments are delivered to the Carrier at any Airport designated by the Carrier for general acceptance of all consignments properly packed, marked, documented, addressed and labelled in accordance with applicable IATA Resolutions so as to be ready for carriage;

5.7 if the Agent accepts goods for carriage by air without the carrier(s) being specified, the Agent shall be liable for such goods until they have been delivered to the Carrier;

5.8 the Agent shall maintain adequate insurance where available to cover its liability under this Agreement for loss of or damage to shippers’ cargo;

5.9 the Agent shall not accept for delivery to the Carrier a consignment consisting of or containing a commodity classified as dangerous goods according to the current edition of the IATA Dangerous Goods Regulations without a certificate in the IATA agreed form signed by the shipper stating that the commodity is properly described by name and is packed, marked and labelled and is in proper condition for carriage by air according to the IATA Dangerous Goods Regulations. The Agent or the staff employed by the Agent may sign such declaration if he has been authorised by the shipper to act on his behalf to undertake shipper’s responsibilities in the preparation, packing, marking and labeling of the consignment and has been trained as required in subsection 1.5 of the applicable IATA Dangerous Goods Regulations.

6. Agency Designation

6.1 the Agent may represent itself on letterheads, advertising, telephone listings and classifications, office signs, and otherwise as an ‘Agent’ or ‘Cargo Agent’ representing the Carrier, but shall not use any other designation which would indicate or imply in any way that its office is an office of a Member;
6.2 the name(s) under which the activities of the Agent are conducted, or under which any of its offices are operated, shall only be such as is set forth in this Agreement, is registered with IATA and appears on the Cargo Agency List.

7. Advertising and Publicising the Members’s Services

the Agent shall make known and shall promote the services of the Carrier in every way reasonably practicable including the use of display, promotional or publicity material that such Carrier may supply; provided that any such material of a permanent or valuable nature and so designated by the Carrier shall remain the property of such Carrier.

8. Custody and Execution of Air Waybills

8.1 Air Waybills shall be executed by the Agent only in such country for which the Agent is duly registered with IATA and appears on the Cargo Agency List. The Carrier shall, upon presentation of any such Air Waybills, properly executed by the Agent hereunder, and upon surrender of the Carrier’s copies of such Air Waybills, accept the consignments therein described for air cargo transportation by the Carrier;

8.2 the Agent shall be responsible for the safe custody and care of Air Waybills and Air Waybill serial numbers supplied to the Agent for use in an electronic environment which it may use to cover transportation under this Agreement while they are in its possession and shall be responsible to the Carrier for any damage, loss or expenses suffered by the Carrier as a result of the use or misuse of such Air Waybills or Air Waybill serial numbers by the agent;

8.3 the Carrier’s Air Waybills supplied to the Agent and Air Waybill serial numbers supplied to the Agent for use in an electronic environment are and remain the sole property of the Carrier during the period that they are in the custody of the Agent, and the Agent acknowledges and agrees that it has no proprietary right to such documents or Air Waybill serial numbers. The Carrier may at any time at its sole discretion require that the Agent return such documents, and the Agent agrees to surrender these documents forthwith to the Carrier; furthermore, the Carrier may, at any time at its sole discretion, require the Agent to cease and desist from issuing Neutral Air Waybills in the Carrier’s name;

8.4 the Agent shall not execute Air Waybills supplied by the Carrier in connection with the sale of air cargo transportation offered by any other air carrier unless the Carrier has so authorised the Agent in writing;

8.5 the Agent shall not execute the Air Waybill until the complete consignment has been received by the Agent.

9. Monies Due by Agents to Members—Remittance

9.1/9.1.1 the Agent shall be responsible for the payment of any and all monies due to the Carrier under this Agreement resulting from the issuance of any transportation documents in the name of the Carrier and/or from the sale of any ancillary services under this agreement;

9.1.2 the responsibility for payment pursuant to Subparagraph 9.1.2 shall apply whether or not such monies have been collected by the Agent;

9.2/9.2.1 such monies, including applicable commission which the Agent is entitled to claim thereunder, are and remain the property of the Carrier;

9.2.2 such monies shall be held by the Agent in trust for the Carrier or on behalf of the Carrier until satisfactorily accounted for to the Carrier and settlement made in accordance with the Cargo Agency Rules, even though, pursuant to such Rules, the Agent may have been authorised to retain temporary custody of such monies;

9.2.3 the Carrier may, subject to applicable currency regulations, designate the currencies in which remittances are to be made. Unless otherwise instructed by the Carrier, the Agent shall be entitled to deduct from remittances the applicable commission to which it is entitled hereunder.

10. Settlement

10.1 the agent shall remit to the Carrier such monies at such times and under such conditions as the Carrier may designate from time to time, in writing, in accordance with the provisions of the Cargo Agency Rules;

10.2 in the event that the Agent is declared bankrupt, placed in receivership or judicial administration, goes into liquidation, or becomes subject to a similar legal procedure affecting the normal operation of the Agent, all monies due in connection with this Agreement shall be settled immediately.

11. Refunds

the Agent shall make refund only on written instructions of the Carrier and against the receipt of the person authorised to receive the refund in accordance with the tariffs, rules, regulations and instructions issued by the Carrier, and shall not assess or withhold from the refund payee any amount as a service charge or otherwise.

12. Remuneration

the Carrier shall remunerate the Agent for services rendered under this Agreement, in a manner and amount as stated from time to time and communicated to the Agent by the Carrier.

13. Transfer, Assignment, Change of Legal Status, Ownership, Name or Address

13.1 this Agreement, and the right to any remuneration payable hereunder shall not be assigned or otherwise transferred in whole or in part by the Agent to any other person or persons;

13.2 in the event that the Agent proposes to effect any change(s) in the legal status, ownership, name and/or address (within the meaning of these expressions as
used in the Cargo Agency Rules) the Agent undertakes to comply with the detailed procedures as set forth in Section 5 of those Rules.

14. Termination

14.1 this Agreement may be terminated without prejudice to fulfilment by each party of all obligations accrued prior to the date of termination:

14.1.1 as between the Agent and the Carrier, at any time but not less than 15 days notice in writing by either party to the other;

14.1.2 as between the Agent and all the Carriers:

14.1.2(a) by notice in writing from the Agent to the Carrier, the Agent Administrator to take effect immediately on its receipt, or on such later date as may be stated in the notice;

14.1.2(b) pursuant to a decision of the Agency Commissioner, the Agency Administrator or an Arbitration Board in accordance with the Cargo Agency Rules, by notice in writing given to the Agent by the Agency Administrator acting on behalf of the Carriers, to take effect in accordance with the Cargo Agency Rules;

14.2 upon termination of the Agreement, the Agent shall immediately return all unused Air Waybills held by the Agent and effect immediate settlement of all monies due and payable under the terms of this Agreement substantiated by complete and satisfactory accounting therefor. The Agent shall be liable for any loss or damage suffered by the Carrier arising out of the loss or misuse by the Agent of such Air Waybills, or the misuse by the Agent of any Air Waybill serial numbers supplied to the Agent for use in an electronic environment, which were in the possession of the Agent at the termination of the Agreement and not duly returned.

15. Arbitration

if any matter is reviewed by arbitration pursuant to the Cargo Agency Rules, the Agent hereby submits to arbitration in accordance with such Rules and agrees to observe the procedures therein provided and to abide by any arbitration award made thereunder.

16. Indemnities and Waiver

16.1 the Carrier agrees to indemnify and hold harmless the Agent, its officers and employees from liability for any injury, loss or damage arising in the course of transportation or other ancillary services provided by the Carrier pursuant to a sale made by the Agent hereunder or arising from the failure of the Carrier to provide such transportation or services, except to the extent that such injury, loss or damage is caused or contributed to by the Agent, its officers or employees;

16.2 the Agent agrees to indemnify and hold harmless the Carrier, its officers and employees from liability for any loss, injury, or damage arising from any negligent act or omission of the Agent, its officers or employees, in performing or in breach of this Agreement, except to the extent that such injury, loss or damage is caused or contributed to by the Carrier, its officers or employees;

16.3 the Agent recognises that the Carrier, other Members of IATA, the Director General, the Agency Administrator, the Agency Commissioner and the CASS Management are required under the Cargo Agency Rules to issue notices, give directions, and take other action under those Rules, including in the circumstances therein provided giving notices of irregularity and default, notices of alleged violations, and notices of grounds for removing an Agent from the Cargo Agency List or for reprimanding an Agent. The Agent hereby waives any and all claims and causes of action against the Carrier, other Members of IATA, and IATA, and against any of their officers and employees for any loss, injury or damage (including damages for libel, slander, or defamation of character) arising from any act done or omitted in good faith in connection with the performance of any of their duties or functions under the Cargo Agency Rules and indemnifies them against any such claims by the Agent's officers or employees.

17. Agency Fees

the Agent shall pay to IATA agency fees in the amount and within the time prescribed in accordance with the Cargo Agency Rules.

18. Notices

18.1 all notices to be sent under this Agreement from the Carrier or from the Agency Administrator to the Agent, or from the Agent to the Carrier or to the Agency Administrator shall be sufficient if sent by any means that provides proof of despatch or receipt addressed, as appropriate to:

18.1.1 the chief executive officer at the principal office of the Agent

18.1.2 the principal office of the Carrier

18.1.3 the Agency Administrator at the address shown in this Agreement, which address may be changed by notice given in writing from time to time to the Agent by the Agency Administrator.

19. Applicable Law

this Agreement shall in all respects be governed by and interpreted in accordance with the law of the Specified Country as indicated in the preamble to this Agreement.

20. Severability

if any provision of this Agreement is held to be invalid, this shall not have the effect of invalidating the other provisions which shall nevertheless remain binding and effective between the parties.

21. Other Agreements Superseded

this Agreement shall supersede any and all prior Cargo Agency Agreements between the parties hereto without prejudice to such rights and liability as may exist at the date hereof.
Director General of the International Air Transport Association acting as agent for the Carriers referred to in the preamble hereto.

by ........................................
(Authorized Representative)

Agent ........................................
WITNESS
by ........................................
(Signature)

........................................
(Signature)

........................................
(Name, typed or printed)

........................................
(Name, typed or printed)

........................................
(Title or capacity)

........................................
(Full address of the Agency)

Note: Where in accordance with local law, execution of the Agreement requires the signatures of the parties to be witnessed, or notarised, such formalities must be accomplished. The space below may be used for that purpose.

GOVERNMENT RESERVATIONS

ITALY

As far as the rules of Resolution 821 (now 801a) are concerned, the extension Italy, on ground of the particular rules relating to such matter, is to be considered to cover also the territories of the Vatican City and the Republic of S. Marino.

SWITZERLAND

Paragraph 16 (now Paragraph 20)

The law applicable to passenger or cargo agency agreements concluded between a carrier having a legal domicile in Switzerland and a Swiss Agent shall be Swiss Law.

RESOLUTION 801c

IATA/FIATA CONSULTATIVE COUNCIL

CAC(Mail 039)801c (except Expiry: Indefinite USA) (amended) Type: B
CAC(Mail 039)801c (amended)
CAC(Mail 039)801c (amended)

1. AUTHORITY AND TERMS OF REFERENCE

1.1 The IATA/FIATA Consultative Council (the Council) is hereby established and composed of representatives from IATA Members and from the International Federation of Freight Forwarders Associations Airfreight Institute (hereinafter referred to as ‘FIATA’). It is a permanent body, meeting under the auspices of IATA;

1.2 the Council is empowered to initiate, consider and make recommendations to the appropriate Cargo Procedures Conference on issues affecting the Carrier/Agent relationship. The Cargo Procedures Conferences are under no obligation to act in accordance with such recommendations. The Cargo Procedures Conferences shall inform the Council of the action taken with reasons;

1.3 The IFCC shall review all proposals, including those submitted by mail vote, made to the Cargo Agency Conference to introduce new, or to amend existing, provisions of the Cargo Agency Rules;

1.4 where the IFCC agrees that a proposal is worthy of adoption, it shall recommend to the Conference that the proposal be incorporated within the Cargo Agency Rules;

1.5 the Conference is under no obligation to act in accordance with such recommendations and should the Conference disagree with the IFCC advice, further consultation with the IFCC may be sought before final action is taken;

1.6 such final action of the Cargo Agency Conference may be taken by Mail Vote within 30 days of the Conference.

2. COMPOSITION

2.1 The council is composed of:

6 IATA Members (3 persons from the Cargo Agency Conference and 3 persons from the Cargo Services Conference), and 6 FIATA Members;

2.2 IATA Members shall be appointed by the appropriate Cargo Procedures Conferences for a two year term and shall be elected from persons of highest competence and experience occupying positions dealing with matters affecting the Carrier/Agent relationship. Individuals so designated shall serve personally and shall not designate an alternate. If a designated individual or his company advises the Agency Administrator that he is unable to serve or continue to serve on the Council, the Agency Administrator or his/her designated authority shall appoint a substitute;
2.3 The 6 FIATA voting Members on the Council shall be designated by the Chairman of the Airfreight Institute of FIATA.

3. PROCEDURES

3.1 The Council meets at such times when called by the Chairman with the concurrence of the majority of the Council;

3.2 the Council shall elect its own Chairman, for a two year term. Multiple terms may be served, subject to successful IFCC re-election;

3.3 the quorum shall consist of at least 3 IATA Members and 3 FIATA Members;

3.4 the Chairman may invite observers to attend;

3.5 the Council determines its own working rules. The Secretary is provided by the Agency Administrator from the IATA Secretariat;

3.6 except as in Paragraph 4.2, as the Council's acts are in the form of recommendations, formal voting procedures and counts are not necessary; however, dissenting opinions may be recorded and included in the report.

4. CARGO AGENCY AGREEMENT

4.1 The Council shall review all proposals made to the Cargo Procedures Conferences to introduce new, or to amend existing, provisions of Resolutions contained in the Cargo Agent's Handbook and may make recommendations to the Conference on those proposals;

4.2 Notwithstanding Paragraph 3.6, subsequent to any Cargo Agency Conference significant changes to the Cargo Agency Programme, adopted by the Cargo Agency Conference including, but not limited to, financial criteria, settlement terms and changes to CASS Rules which affect the Agent, will be reviewed by the Council. If a majority of those present at the Council meeting recommend that any such changes not be implemented, the effectiveness of such changes shall be suspended and such proposal(s) shall be subject to further discussion through the IFCC/Conference mechanism;

4.3 Notwithstanding Paragraph 3.6, subsequent to any Cargo Services Conference significant changes to the Cargo Agency Programme, adopted by the Cargo Services Conference which affect the Agent, will be reviewed by the Council. If a majority of those present at the Council meeting recommend that any such changes not be implemented, the effectiveness of such changes shall be suspended.

Note: Paragraph 4.3 shall not come into effect unless and until adopted by the Cargo Services Conference.

RESOLUTION 801r
REPORTING AND REMITTANCE PROCEDURES

CAC(47)801r (except USA) Expired: Indefinite
CAC(47)801r (amended)
CAC(47)801r (amended)

WHEREAS the Cargo Agency Rules (Resolutions 801, 803, 805, 807, 809 and 813, as applicable) provide in their respective Sections on reporting and remitting procedures, defaults and related matters, both under the Cargo Accounts Settlement System (CASS) and outside the CASS; (Sections 6, 7 and 8 or 7, 8 and 9 as applicable), and

WHEREAS the Conference wishes to deal with the aforesaid matters in a single Resolution and thus ensure that notwithstanding variations in the Cargo Agency Rules, the rules governing these matters shall be applied in a consistent manner, it is

RESOLVED that the following Procedures are adopted and shall be applied in conjunction with the applicable Cargo Agency Rules.
Section 1—Collection of Funds; Irregularities and Default (other than under Cargo Accounts Settlement System—CASS-Export) (except Australia)

This Section applies to all Agents except that in the country/area of a CASS-Export it shall apply to Agents in that country/area solely with respect to sales made on behalf of Members not participating in such CASS-Export.

1.1 WHEN MONIES DEEMED DUE

Monies payable at origin shall be deemed due by an Agent to a Member when the Air Waybill is executed and shall be settled in accordance with the provisions of this Section; provided that in the event the Agent is declared bankrupt, placed in receivership or judicial administration, goes into liquidation or becomes subject to any other similar legal procedure affecting its normal operation, immediate settlement shall be made of all such monies;

1.2 REPORTING BASIS

1.2.1 an appointing Member may require an Agent to submit sales reports. Such sales reports shall include all supporting documents including copies of all issued Air Waybills;

1.2.2 Areas 1 and 3

Agents which are required by the appointing Member to submit sales reports, shall render sales reports and remit any monies due (or if no transactions took place, submit a 'no sales' report) not less than twice each month. One such sales report shall include all transactions in respect of which Air Waybills were issued during the period from the first to the 15th day of the month, and the other such sales report shall include all such transactions during the period from the 16th to the last day of the month:

1.2.2.1 The Agent shall send the remittances as well as the sales report and all supporting documents so as to reach the Member not later than 30 days (15 days in Pakistan) after the end of the period covered by the report (‘the reporting period’). The date on which monies shall be remitted shall be called ‘the remittance date’;

1.2.3 Area 2 only (except countries where Resolution 801re is applicable)

Agents which are required by the appointing Member to submit sales reports, shall render sales reports and remit any monies due (or if no transactions took place, submit a written ‘no sales’ report) so as to reach the Member not later than 30 days after the end of the calendar month, (the reporting period), in which the Air Waybill was issued by the Agent. The date on which monies shall be remitted shall be called ‘the remittance date’;

1.4 STANDARD FORMS

1.4.1 The billing of each Member which bills an Agent in accordance with Paragraph 1.3 hereof shall be in the form of the Cargo Sales Invoice/Adjustment prescribed in Attachment 'A' or Attachment 'B' hereto as appropriate;

1.4.2 each Member which requires an Agent to submit a sales report in accordance with Paragraph 1.2 of this Section shall require such sales report to be in the form of the Cargo Sales Invoice/Adjustment prescribed in Attachment 'A' or Attachment 'B' hereto as appropriate;

1.4.3 where a Member, a CASS Settlement Office acting on behalf of a Member or an Agent uses electronic means to prepare billings or sales reports pursuant to this Section, the headings and general column layout of Cargo Sales Invoice/Adjustment forms prepared in such manner shall be in conformity with the format prescribed in Attachment 'A' or Attachment 'B' hereto as appropriate;

1.4.4 charges due Agent entered on an Air Waybill in accordance with Resolution 600a to be collected by a Member on behalf of an Agent shall be settled with the Agent by offsetting the charges due Agent against the other charges due on the Cargo Sales Invoice/Adjustment form on which that Air Waybill is reported or billed.

1.5 REMITTANCE DATE AND FREQUENCY IN THE COUNTRY/AREA OF CASS-EXPORT

1.5.1 With respect to any Agents in the country/area of a CASS-Export, notwithstanding anything contained in Paragraphs 1.2 and 1.3 of this Section, remittances to Members not participating in such CASS-Export shall be made by the Agent at the greater frequency than that prescribed herein, in which case such Member may elect to use the shorter period which results as a basis for determining the Agent's irregularities pursuant to Paragraph 1.6 of this Section.
made with the same frequency and by the same remittance dates as prescribed in such CASS-Export;

1.5.2 AREA 3 AND COUNTRIES IN AREAS 1 AND 2 IN WHICH RESOLUTION 803 OR RESOLUTION 805 HAS BEEN IMPLEMENTED, the period of ten days or of ten calendar days specified in Subparagraphs 1.7.4, 1.7.5 and 1.7.6 of this Section, shall be replaced by the grace period established by the Cargo Agency Conference in respect of such CASS-Export pursuant to the provisions of Section 2, Paragraph 2.6 of this Resolution.

1.6 NOTIFICATION OF IRREGULARITY

1.6.1 Overdue Sales Report remittance

If a sales report and remittance (or where applicable a ‘no sales’ report) due from an Agent in a specific country is not received by the remittance date, the Member shall immediately send to the Agent by registered mail, with copy to the Agency Administrator, a notice of irregularity in the form prescribed by the Agency Administrator;

1.7 DECLARATION OF DEFAULT

1.7.1 Default for Accumulated Irregularities—Non-CASS-Export Area

If four instances of irregularity in respect of any Agent in a specific country are recorded on such lists during any 12 consecutive months, the Agency Administrator shall promptly notify the Agent and all Members that the Agent is in default in that country. Thereafter the procedure shall be as in Paragraph 1.12 of this Section;

1.7.2 Accumulated Irregularities—CASS-Export Area

if four instances of irregularity including irregularities notified under Section 2 of this Resolution in respect of any Agent in a specific country which is part of a CASS-Export area are recorded on such lists during any 12 consecutive months, the Agency Administrator shall:

1.7.2.1 when all such instances arose from overdue remittance or dishonoured cheque, immediately notify the Agent, the CASS Management and all Members that the Agent is in default in that country. Thereafter, the procedure shall be as in Paragraph 1.12 of this Section;

1.7.2.2 when any of such instances arose from causes other than overdue remittance or dishonoured cheque, immediately initiate a review of the Agent by the Agency Commissioner and notify the Agent, the CASS Management, and all Members accordingly. If following such review, the Agent is retained on the Cargo Agency List and receives two additional notices of irregularity during the said 12-month period, the Agency Administrator shall immediately notify the Agent, the CASS Management, and all Members that the Agent is in default in that country. Thereafter the procedure shall be as in Paragraph 1.12 of this Section;

1.7.3 Default for Accumulated Irregularities at Passenger Locations

where an IATA Cargo Agent in a specific country also has in such country only one Approved Location for passenger sales under the Passenger Sales Agency Rules applicable in that country, and such Approved Location is declared in default under those Rules by reason of accumulated irregularities, such IATA Cargo Agent shall also be deemed in default under these Rules. The Agency Administrator shall notify the Agent and all Members and the procedure of Paragraph 1.12 of this Section shall apply;

1.7.4 Dishonoured Cheque

when an Agent in a specific country submits to a Member a cheque in payment for an Air Waybill(s) or any other document(s), and such cheque is dishonoured after the remittance date by nonpayment by the drawee bank, such Member shall immediately send to the Agent a notice of irregularity and demand payment forthwith. Such notice shall count as two listed instances of irregularity for the purposes of the lists provided for in Subparagraph 1.6.2 of this Section. If payment is refused or cannot be obtained or if it is received more than ten calendar days after the remittance date, such Member shall immediately declare the Agent in default in that country by telegraphing the Agency Administrator and by sending a registered letter to the Agent, with copy to the Agency Administrator, in the form prescribed by the Agency Administrator;

1.7.5 Failure to Remit after Notice of Irregularity

if an Agent in a specific country fails to remit the monies due to any Member so as to reach the Member within the further period of ten days after the appropriate remittance date such Member shall immediately declare such Agent in default in that country by notifying the Agency Administrator;
1.7.6 Failure to Include Sales, Subsequent Discovery

If an Agent fails to record on its sales report any of the Air Waybills issued by it in the period involved and to remit monies due thereon and such failure is discovered after the remittance date applicable to such reporting period as specified in Paragraph 1.2 of this Section, the following provisions shall apply:

1.7.6.1 If at any time after receipt of a declaration of default from a Member made in accordance with Subparagraphs 1.7.5 and 1.7.6 of this Paragraph, the Agency Administrator becomes aware that there exists between the declaring Member and the Agent a dispute arising solely from amounts due or claimed to be due to the Member from the Agent, or vice versa, in respect of the reporting/billing period for which the notice of irregularity was sent and/or in respect of previous reporting/billing periods, the Agency Administrator shall withhold or withdraw, as the case may be, the declaration of default. If such declaration is withdrawn, the Agency Administrator shall terminate CASS suspension, where applicable and notify the Agent, all Members and, where applicable, the CASS Management accordingly. Upon receipt of such notification, Members shall pay any commission withheld from the Agent. The notice of irregularity giving rise to the withheld or withdrawn declaration of default shall be removed by the Agency Administrator from the list maintained pursuant to the provisions of Subparagraph 1.6.4 of this Section, and shall have the same effect as other reported irregularities.

1.7.6.2 If payment of the amount required by Subparagraph 1.7.6.1 above is received within a period of ten days from the date of such notice, then no further action is required by the Member.

1.7.6.3 If payment is not received from the Agent within the stipulated period, the Member shall immediately declare the Agent in default in that country and thereafter action shall be taken as described in Paragraph 1.12 of this Section;

1.7.7 Notification of Default

1.7.7.1 Where a Member declares an Agent in default under Subparagraph 1.7.4, 1.7.5 or 1.7.6 of this Paragraph and such Agent is situated in the country/area of a CASS-Export, the Member shall simultaneously notify the local CASS Management of such declaration by copy of the communication sent to the Agency Administrator,

1.7.7.2 Where an Agent in the country/area of a CASS-Export has been declared in default under Subparagraph 1.7.1, 1.7.2 or 1.7.3 of this Paragraph, the Agency Administrator shall in addition notify the local CASS Management of the default

1.7.7.3 Upon declaration of default under Subparagraph 1.7.4, 1.7.5, 1.7.6 or 1.7.7 of this Paragraph, the Agency Administrator shall immediately notify the Agent and all Members who have appointed the defaulting Agent. Similarly, he shall advise all Members. The Agency Administrator shall also by appropriate means inform the defaulting Agent of the effects of the default and request the Agent to submit an explanation of his failure to remit funds. Where the Agent is situated in the country/area of a CASS-Export a copy of such notice shall be sent to the local CASS Management confirming the default. Thereafter, Members shall act in accordance with Paragraph 1.12 of this Section;

1.7.7.4 If an Agent is in default under Section 2 of this Resolution, each Member which is not a CASS-Export Airline, but which has such Agent under appointment shall take default action in accordance with Paragraph 1.12 of this Section;

1.7.8 Withholding or Withdrawal of Declaration of Default

1.7.8.1 If at any time after receipt of a declaration of default from a Member made in accordance with Subparagraphs 1.7.5 and 1.7.6 of this Paragraph, the Agency Administrator becomes aware that there exists between the declaring Member and the Agent a dispute arising solely from amounts due or claimed to be due to the Member from the Agent, or vice versa, in respect of the reporting/billing period for which the notice of irregularity was sent and/or in respect of previous reporting/billing periods, the Agency Administrator shall withhold or withdraw, as the case may be, the declaration of default. If such declaration is withdrawn, the Agency Administrator shall terminate CASS suspension, where applicable and notify the Agent, all Members and, where applicable, the CASS Management accordingly. Upon receipt of such notification, Members shall pay any commission withheld from the Agent. The notice of irregularity giving rise to the withheld or withdrawn declaration of default shall be removed by the Agency Administrator from the list maintained pursuant to the provisions of Subparagraphs 1.7.5 or 1.7.6 above shall apply.

1.8 COMPUTATION OF REMITTANCE PERIOD

In counting the remittance days to establish whether or not an irregularity or default has arisen under this Section, if the last day of the remittance period is a recognised weekly and/or other legal holiday, the terms of this Resolution shall be deemed to have been satisfied if payment is received on the first subsequent working day; provided that such last day may be postponed until the end of an intervening postal strike.

1.9 REMITTANCE DELAYED BY OFFICIAL GOVERNMENT ACTION

Notwithstanding any other provisions contained herein, an Agent shall not be sent a notice of irregularity or declared in default with respect to all or any part of a remittance to the extent that the Agent is unable to make full settlement because of official Government action which directly prevents such settlement; provided that the Agent demonstrates that the amount due has been made available for remittance at a recognised bank but cannot be remitted owing to such official Government action.

1.10 DEFAULT AS PASSENGER AGENT

If an IATA Cargo Agent in a specific country is also approved as Passenger Sales Agent under the Passenger Sales Agency Rules applicable in that country, and
such Agent is declared in default under those Rules (other than a default resulting from an accumulation of irregularities), such Agent shall also be deemed in default under these Rules. The Agency Administrator shall notify the Agent and all Members and the provisions of Paragraph 1.12 of this Section shall apply.

1.11 DEFAULT UNDER CASS-EXPORT

If an Agent is in default under Section 2 of this Resolution, each Member which is not a CASS-Export Airline, but which has such Agent under appointment shall take default action in accordance with Paragraph 1.12 of this Section.

1.12 ACTION BY MEMBERS UPON NOTICE OF DEFAULT

1.12.1(a) On receipt of the notice from the Agency Administrator that an Agent is in default Members shall:

1.12.1(a)(i) demand an immediate accounting and settlement of all amounts due and outstanding whether or not the remittance date for payment thereof has arrived;

1.12.1(a)(ii) notify the Agency Administrator of all amounts owing to them by the Agent and thereafter advise the Agency Administrator whether proper accounting and settlement have been made;

1.12.1(a)(iii) withhold payment of any commission due to the Agent until otherwise notified by the Agency Administrator;

1.12.1(b) thereafter, if the declaration of default is not withdrawn pursuant to Subparagraph 1.7.8 of this Section, the provisions of Section 3 of this Resolution shall apply.

1.13 INDEMNITY TO IATA

Each Member giving notice of an Agent’s failure to make remittance or other violations shall if such notice subsequently proves to be false, indemnify and hold harmless IATA from all damages and legal costs arising from acts performed in reliance on such notice. This provision shall not apply to damages or costs incurred in connection with an out of court settlement unless the Member responsible shall have consented to the settlement.

1.14 CHANGES TO REPORTING/REMITTING PROCEDURES

1.14.1(a) AREA 1 ONLY EXCEPT CANADA, FRENCH OVERSEAS DEPARTMENTS AND GREENLAND notwithstanding any provision to the contrary in this Section, the frequencies of Agents’ reporting and remitting and/or the remittance date may be modified in response to changing economic circumstances under the following conditions:

1.14.1(a)(i) a permanent Economic Watch Panel shall be established in each country, consisting of an equal number of Members’ financial and commercial experts,
Section 2—Air Waybill Transmittals, Billings, Remittances and Collections, Defaults (under Cargo Accounts Settlement System—CASS-Export)

This Section is applicable to all Agents registered for the country/area of a CARGO ACCOUNTS SETTLEMENT SYSTEM (‘CASS-Export’) with respect to sales on behalf of CASS-Export Airlines in such country/area.

2.1 GENERAL

2.1.1 When Monies Deemed Due

Monies payable at origin shall be deemed due by an Agent to a CASS-Export Airline when the Air Waybill is executed; such monies shall be remitted through the Settlement Office in accordance with the remittance frequency and dates prescribed in Subparagraph 2.5.3 of this Section; provided that in the event the Agent is declared bankrupt, placed in receivership or judicial administration, goes into liquidation or becomes subject to any other similar legal procedure affecting its normal operation, immediate settlement shall be made of all such monies;

2.1.2 Settlement Office

for the purpose of these rules the term ‘Settlement Office’ shall mean the institution which processes Agents’ accountable transactions to produce statements in the form of billings, collects Agents’ remittances in respect of such billings and disburses them to the CASS-Export Airlines to which monies are due. Where the processing of accountable transactions and the collection/dispursement of monies are carried out by two separate institutions, the term ‘Settlement Office’ shall mean those institutions either collectively or individually.

2.2 REPORTING PERIOD, REPORTING DATE AND SUBMISSION DATE

The Cargo Agency Conference shall set the length of the reporting periods applicable to each CASS-Export. There shall be two reporting periods per month, unless the Cargo Agency Conference establishes a greater frequency. A reporting period shall as a general rule be seven to ten calendar days in length, but shall in principle not exceed 16 calendar days. The last day of the reporting period is hereinafter called ‘the reporting date’. The reporting period shall run from the close of business on each reporting date to the close of business on the next reporting date. The Air Waybill Transmittals shall be forwarded by the CASS-Export Airline so as to be in the possession of the Settlement Office by the Settlement Office’s close of business on a date falling shortly after the reporting date and which shall be set by the ISS Management, or if the Settlement Office is closed for business on such date, by the close of business of the Settlement Office on the first subsequent day on which the Settlement Office is open for business. The close of business of the Settlement Office on the day by which Air Waybill Transmittals are required to be in the possession of the Settlement Office under the provisions of this Subparagraph is hereinafter referred to as ‘the submission date’;

2.2.1 Intentionally Left Blank

2.2.2 Billing Participants

2.2.2.1 the Billing Participant shall submit to the Settlement Office by magnetic tape, disc or other electronic means the accountable transactions made on its behalf by its Agents subject to that CASS-Export during the billing period;

2.2.2.2 AREA 2 ONLY (except countries where Resolution 801 is applicable): notwithstanding the provisions of Subparagraph 2.2.2.1 above, in a country/area where a CASS-Export is operating on a monthly remitting frequency, a Billing Participant may at its option submit magnetic tapes or discs to the Settlement Office monthly to enable the accountable transactions to be incorporated in the last billing of the remittance period.

2.2.3 CASS-EDI

2.2.3.1 a CASS-Export Airline that has opted to use CASS-EDI procedures shall ensure that all accountable transactions made by its Agents are in the possession of the Settlement Office so that they may be included in the appropriate Settlement Office Billings to these Agents.

2.3 BILLING

2.3.1 the Settlement Office shall compute and prepare a billing in respect of each Agent based on AWTs in accordance with the requirements of the Cargo Agency Conference. Such billings shall incorporate all accountable transactions with respect to each Agent;

2.3.2 the frequency at which the Settlement Office shall render such billings shall be established by the Cargo Agency Conference for each CASS-Export and shall be consistent with the remittance frequency established;

2.3.3 the time span covered by a billing hereunder shall be called the ‘billing period’;

2.3.4 the billing of each Member which bills an Agent in accordance with Paragraph 1.3 hereof shall be in the form of the Cargo Sales Invoice/Adjustment prescribed in Attachment ‘A’.

2.4 INTENTIONALLY OMITTED

2.5 SETTLEMENT AND REMITTANCE DATE

2.5.1 Agents shall remit monies due on Settlement Office billings directly to the Settlement Office. ISS Management may require the Agent to provide the necessary information and an authorisation form permitting the Settlement Office to draw cheques on or otherwise debit the Agent’s bank account in favour of the International Air Transport Association, or the institution
designated by the ISS Management, in payment of all amounts due to CASS-Export Airlines. Such authorisation shall be in the form prescribed from time to time by the ISS Management and shall be submitted by the Agent only once or for each remittance period. In the latter case the ISS Management shall require the Agent to specify the maximum amount, including an adjustment factor, for which the Settlement Office is authorised to debit the Agent's account. The Agent shall give the ISS Management 30 days advance notice by certified or registered mail of its intention to change bank or bank accounts;

2.5.2 (except Australia) frequency of Agents' remittance, remittance date and grace period for each CASS-Export shall be determined by the Settlement and Remittance Committee;

2.5.2.1 AREA 2 ONLY (except countries where Resolution 801r is applicable): the frequency so established shall be once or twice each month, or more frequently if the Cargo Agency Conference so determines; provided that the Cargo Agency Conference may permit individual Agents to elect to remit at such greater frequency and for such length of time as the Committee shall deem appropriate;

2.5.2.2 AREAS 1 and 3 ONLY: the remittance frequency so established shall be twice each month or more frequently if the Settlement and Remittance Committee so determines;

2.5.3 (except Australia and Korea) remittance shall be made so as to reach the Settlement Office by its close of business on a date which shall be the 28th day following the last day included in the billing(s) under settlement unless, the Cargo Agency Conference establishes a different date which shall in no event be later than the 30th day; provided that the Cargo Agency Conference may permit individual Agents to remit on a different date, under such conditions and for such length of time as the Cargo Agency Conference shall deem appropriate, with such different dates being in no event later than the 30th day. Provided further that if the Settlement Office is closed for business on the date established pursuant to the foregoing provisions, remittance shall be made so as to reach it by its close of business on the first subsequent day it is open for business. The close of business of the Settlement Office on the day by which remittance is required to reach it under the provisions of this Subparagraph is hereinafter referred to as 'the remittance date';

2.5.3 AUSTRALIA ONLY: Remittance for billings for the period 1st to 15th of each month shall be made so as to reach the Settlement Office by its close of business on the 15th day of the subsequent month. Remittance for billings for the period 16th to the last day of each month shall be made so as to reach the Settlement Office by its close of business on the last day of the subsequent month. Provided that if the Settlement Office is closed for business on these dates, remittance shall be made so as to reach it by its close of business on the first available subsequent day it is open for business.

2.5.3 PAKISTAN ONLY: For the purpose of this paragraph, where 30 June and 31 December of any year are each not a declared holiday in Pakistan, those dates shall be treated as banking holidays and Agents' Remittance falling on such dates shall be deferred to the next bank working day.

2.5.3.1 changes to the frequency or date of remittance taken by vote of the Cargo Agency Conference shall, unless otherwise indicated by the Committee, be deemed to take effect ten days from the date on which the result of such vote is declared;

2.5.4 the time span in respect of which a remittance is to be made to the Settlement Office hereunder shall be called the 'remittance period'. A remittance period shall not be shorter than a billing period but may cover more than one billing period;

2.5.5 an Agent having more than one office holding stocks of Air Waybills may request in writing from the ISS Management authorisation for such offices to be billed individually for Air Waybills issued from their stock. Such individual billings shall be settled directly with the Settlement Office by the Agent's office granted such authorisation.

2.6 IRREGULARITIES AND DEFAULT

The provisions of this Paragraph shall govern failures by Agents to adhere to the remitting procedures set out in this Section; provided that the grace period referred to in Subparagraphs 2.6.4.3 and 2.6.5 of this Paragraph shall be ten calendar days, except where the Cargo Agency Conference or the Cargo Agency Conference in the case of Australia, has established a shorter grace period. Countries where a different grace period applies can be found in Appendix 'A'.

Resolution 801r—Section 2
2.6.1 Intentionally Omitted

2.6.2 Intentionally Omitted

2.6.3 Bank Error

A Bank Error is one that is substantiated by evidence acceptable to the Agency Administrator as provided for in Paragraph 2.6.3.1.

2.6.3.1 Evidence Acceptable to the Agency Administrator.

In all cases a bank letter must be provided to IATA:

(a) The original bank letter, signed by a Manager must be sent to IATA within 10 working days by registered post or courier, stating the nature of the error and reason for the delay in remittance, the customer details, there were sufficient funds available.

2.6.4 Overdue Remittance/Authorisation

2.6.4.1 if the Settlement Office has not received from an Agent by the remittance date either full remittance, or where required, an authorisation form as specified in Subparagraph 2.5.1 of this Section, in respect of its billings, it shall immediately so advise the Agency Administrator. Upon receipt of such advice, the Agency Administrator shall immediately send to the Agent a notice of irregularity and shall investigate the failure with the Agent;

2.6.4.2 if the Agent does not comply with the currency of settlement as indicated in the billing statement, the Settlement Office shall report this to the Agency Administrator. The Agency Administrator shall in turn issue a notice of irregularity to the Agent for noncompliance with payment procedures;

2.6.4.3 if subsequent to action taken pursuant to Subparagraph 2.6.4.1 above the Agent fails to make complete settlement of the amounts due or to submit the authorisation form, as applicable, by the last day of the grace period, the Settlement Office shall immediately so advise the Agency Administrator, who shall thereupon take default action with respect to the Agent in accordance with the provisions of Paragraph 2.8 of this Section.

2.6.5 Dishonoured Cheque or Other Method of Payment

If a cheque, other debit or any other method of payment in settlement of amounts due is dishonoured after the remittance date by nonpayment by the drawee bank, the Settlement Office shall without delay so notify the Agency Administrator, who in turn shall send to the Agent a notice of irregularity and demand immediate payment from the Agent. Such notice shall count as one irregularity for the purposes of the lists provided for in Subparagraph 2.6.6 of this Paragraph. If payment is not received on demand, or is so received but later than the last day of the grace period, the Settlement Office shall immediately so advise the Agency Administrator, who shall immediately advise the Agent, confirmed by a registered letter that default action is being taken by reason of the dishonoured cheque. The Agency Administrator shall simultaneously take default action with respect to the Agent in accordance with the provisions of Paragraph 2.8 of this Section;

2.6.6 Accumulated Irregularities

2.6.6.1 if four instances of irregularity in respect of an Agent are recorded on such lists during any 12 consecutive months, the Agency Administrator shall:

2.6.6.2 immediately take default action with respect to the Agent in accordance with the provisions of Paragraph 2.8 of this Section. When any of such instances arose from overdue remittance or dishonoured cheque or other method of payment, the Agency Administrator shall initiate a review of the Agent by the Agency Commissioner;

2.6.7 Default for Accumulated Irregularities at Passenger Location

If an IATA Cargo Agent in a specific country also has only one Approved Location for passenger sales under the IATA Passenger Sales Agency Rules applicable in that country and such Approved Location is declared in default under those Rules by reason of accumulated irregularities, such IATA Cargo Agent shall be deemed in default in that country under these Rules and default action with respect to the Agent shall be taken in accordance with the provisions of Paragraph 2.8 of this Section;

2.6.8 Default under Section 1

If an Agent is in default under Section 1 of this Resolution, default action with respect to the Agent shall also be taken in accordance with the provisions of Paragraph 2.8 of this Section;
2.6.9  Agent in Default as Approved Passenger Sales Agent

If an IATA Cargo Agent in a specific country is also approved as a Passenger Sales Agent under the IATA Passenger Sales Agent Rules applicable in that country and such Agent is declared in default under those Rules (other than a default arising from an accumulation of irregularities), such Agent shall also be deemed in default under these Rules and default action with respect to the Agent shall be taken in accordance with the provisions of Paragraph 2.8 of this Section;

2.6.10  Charges

2.6.10.1  notwithstanding the provisions of Subparagraphs 2.6.4 and 2.6.5 of this Paragraph, the Cargo Agency Conference may decide to sanction instances of failures to comply with procedures and instructions, which generate additional cost to airlines and instances of overdue remittances by the levy of a general charge. The levels of such charge shall be determined from time to time by the Cargo Agency Conference and notified by ISS Management to all Agents in the CASS area;

2.6.10.2  Settlement Office charges shall be in the amount debited to ISS Management by the Settlement Office as a result of the Agent's failure to remit as prescribed, increased, if applicable, by an amount to compensate for any extra costs incurred by ISS Management in relation to such failure;

2.6.10.3  when charges are to be levied, ISS Management shall instruct the Settlement Office to debit an Agent for such charges, and then notify the Agent concerned;

2.6.10.4  charges debited to Agents pursuant to this Subparagraph shall, except as otherwise specified, be included by the Settlement Office in its first subsequent billing to the Agent concerned and shall be due and payable by the Agent by the remittance date applicable to such billing. Such charges shall, for the purpose of Subparagraph 2.8.1.1(b) of this Section, be deemed part of all amounts owing by the Agent.

2.6.10.5  Pursuant to Paragraphs 2.6.10.1 through 2.6.10.4 a standard administration fee to recover late remittance costs in the CASS operations governed under Resolution 801r is applicable for late remittances above USD 50 (or equivalent in local currency) based on the following formula: USD 128 (or equivalent in local currency) + (Bank base interest rate of unpaid amount + 2%) x (no. of days delayed)/365.

2.7  NOTIFICATION OF IRREGULARITY

When the Agency Administrator is required under any of the provisions of Paragraph 2.6 of this Section to send to an Agent a notice of irregularity, it shall immediately send the Agent a registered letter in the form prescribed in the Field Office Manual, with copy to the Settlement Office and advise all CASS Airlines in the area concerned by telegraph or other electronic means; provided that where the CASS-Export covers more than one country, the irregularity shall apply to the entire area of such CASS-Export.

2.7.1  in the case of irregularity in accordance with Subparagraph 2.6.4.1 of this Section, if, at any time, the Agency Administrator becomes aware that there exists between a CASS-Export Airline and the Agent any dispute arising solely from amounts due or claimed to be due to such CASS-Export Airline from the Agent, the Agency Administrator shall withhold the notice of irregularity and/or withdraw any prior notice of irregularity sent in respect of any prior applicable billing periods. In the event the CASS Export Airline does not admit the existence of a dispute, the Agency Administrator shall require the Agent either to supply documented evidence demonstrating existence of the dispute or, to pay the amount of the short payment into an 'escrow account'. Provided that either of such conditions is met, the Agency Administrator shall withhold or withdraw the notice of irregularity.

2.8  DEFAULT ACTION

2.8.1  If default action is required to be taken in accordance with any of the provisions of Paragraph 2.6 of this Section:

2.8.1.1  the Agency Administrator shall immediately take the following action:

2.8.1.1(a)  promptly advise the Agent that default action has been invoked, with confirmatory written advice to be sent under registered cover;

2.8.1.1(b)  demand an immediate full and complete accounting and settlement of all monies due and outstanding from the Agent whether or not the remittance date for payment thereof has arrived. The accounting obtained and any monies received shall be transmitted to the Settlement Office,

2.8.1.1(c)  notify the Settlement Office and all CASS-Export Airlines in the area concerned of the default;

2.8.1.2  the Agency Administrator shall immediately advise the head offices of all Members that the Agent is in default. (Members who have appointed the Agent shall be notified by telegraph or other electronic means);

2.8.1.3  the Settlement Office, on receiving notice that an Agent is in default, shall take the following action:

2.8.1.3(a)  immediately suspend the Agent from CASS,

2.8.1.3(b)  immediately establish from the AWTs in its possession an up-to-date statement of indebtedness for the Agent concerned,

2.8.1.3(c)  check any accounting and settlement obtained from the Agent by the ISS Management and report any discrepancies to the ISS Management,

2.8.1.3(d)  distribute any monies obtained by the ISS Management from the Agent among the CASS-Export Airlines concerned in accordance with the standing instructions of the Cargo Agency Conference;

2.8.1.4  (except Australia) CASS-Export Airlines, on receiving notice that an Agent is in default, and where monies are due to a CASS-Export Airline, shall immedi-
ately withhold payment of commission to the Agent in the country/area of the CASS-Export until they are notified by the Agency Administrator that full settlement of the outstanding monies has been made;

2.8.1.5 CASS-Export Airlines, on receiving notice that an Agent is in default and has been suspended from CASS shall individually determine how they will continue to conduct business with such Agent;

2.8.1.6 (except Australia) a Member which is not a CASS-Export Airline shall on receiving notice that an Agent is in default, take default action in accordance with the provisions of Paragraph 1.12 of Section 1 of this Resolution;

2.8.1.7 in the case of default in accordance with Subparagraph 2.6.4.3 of this Section, if, at any time, the Agency Administrator becomes aware that there exists between a CASS-Export Airline and the Agent any dispute arising solely from amounts due or claimed to be due to such CASS-Export Airline from the Agent, the Agency Administrator shall withhold the notice of default and or withdraw any prior notice of default sent in respect of any prior applicable billing periods. In the event that the CASS-Export Airline does not admit the existence of a dispute, the Agency Administrator shall require the Agent either, to supply documented evidence demonstrating existence of the dispute or, to pay the amount of the short payment into an ‘escrow account’. Provided that either of such conditions is met, the Agency Administrator shall withhold or withdraw the declaration of default;

2.8.1.8 (except Australia) if it is withdrawn, the Agency Administrator shall so notify the Agent and all recipients of the declaration of default. The notice of irregularity giving rise to the withheld or withdrawn declaration of default shall be removed by the Agency Administrator from the list maintained pursuant to the provisions of Subparagraph 2.6.6 of this Section;

2.8.1.8 (Australia only) if it is withdrawn, the Agency Administrator shall so notify the Agent and all recipients of the declaration of default. The notice of irregularity giving rise to the withheld or withdrawn declaration of default shall be removed by the Agency Administrator from the list maintained pursuant to the provisions of Subparagraph 2.6.6 of this Section;

2.8.2 thereafter, if the declaration of default is not withdrawn pursuant to Subparagraph 2.8.1.6 of this Paragraph, the provisions of Section 3 of this Resolution shall apply.

2.9 SUBSEQUENT IRREGULARITIES

Notices of irregularity reported in accordance with Paragraph 2.6 of this Section in respect of sales, effected between the end of the reporting period for which the Agent was declared in default and the date the Agent was declared in default, shall not be entered on the list maintained by the Agency Administrator.

2.10 REMITTANCE DELAYED BY OFFICIAL GOVERNMENT ACTION

Notwithstanding any other provision contained herein, an Agent shall not be sent a notice of irregularity or be declared in default with respect to all or any part of a remittance to the extent that the Agent is unable to make full settlement because of official Government action which directly prevents such settlement; provided that the Agent demonstrates that the amount due has been made available for remittance at a recognised bank but cannot be remitted owing to such official Government action.

2.11 CHANGES TO REPORTING/REMITTING PROCEDURES

(AREA 1 ONLY EXCEPT CANADA, FRENCH OVERSEAS DEPARTMENTS AND GREENLAND)

2.11.1(a) Notwithstanding any provision to the contrary in this Section, the frequencies of Agents’ reporting and remitting and/or the remittance date may be modified in response to changing economic circumstances under the following conditions:

2.11.1(a)(i) a permanent Economic Watch Panel shall be established in each country, consisting of an equal number of Members; financial and commercial experts, including a representative of the national carrier(s), designated by the Agency Administrator. The Economic Watch Panel shall elect its Chairman and establish its own procedures;

2.11.1(a)(ii) the Economic Watch Panel shall, in consultation with the recognised national cargo agents’ association, determine the economic and financial indicators and the degrees of variation thereof warranting a reappraisal of the reporting/remitting frequencies and/or of the remittance date applicable in the country;

2.11.1(a)(iii) a meeting of the Economic Watch Panel may be called at any time on a 72-hour notice to conduct such reappraisal at the documented request of one of its members or of any Member having deposited stocks of its Air Waybills with Agents in the country. The Agency Administrator shall be notified of the meeting and shall designate a member of the IATA Secretariat to attend the meeting as adviser and Secretary;

2.11.1(a)(iv) if, in its opinion, the economic situation so warrants, the Economic Watch Panel may decide, by unanimous vote of the members present, to change with immediate effect, the reporting/remitting frequencies and/or the remittance date; provided that the revised frequencies and/or date shall remain within the allowable margins set forth in the relevant provisions of this Section and shall be immediately notified to all Members by the Agency Administrator;

2.11.1(b) continued effectiveness of the Economic Watch Panel decision pursuant to this Paragraph shall be subject to its ratification at the next meeting of the Cargo Agency Conference.
2.12 CASS IMPLEMENTATION—TRANSITIONAL RULES

Notwithstanding the provisions of Paragraphs 2.5 and 2.6 of this Section, the Cargo Agency Conference may establish different reporting dates, and grace periods for sales under the CASS-concerned. Additionally, the Cargo Agency Conference may establish different accumulated irregularity provisions. These variations may apply for the first full year of CASS implementation only.

2.13 BILLING QUERIES

To ensure CASS billings are as accurate as possible the following procedures shall be implemented by all CASS participating airlines and GSSA's.

2.13.1 Each CASS Participant will activate CASS-link online correction services, facilitating agent/intermediary billing adjustment requests via the automated web tool.

2.13.2 Each CASS to implement a correction period.

2.13.3 ISS Management to enhance the CASS reporting calendar to include two additional deadlines:

2.13.3.1 A query notification deadline, by which date Cargo Agents/Intermediaries must register billing queries through CASSlink. Such deadline shall be no less than 4 calendar days following the dispatch of the CASS invoices where the CASS Remittance Period is 28–30 days and no less than 2 calendar days following the dispatch of the CASS invoices where the CASS Remittance Period is 15 days.

2.13.3.2 A query response deadline, by which date CASS Participants must respond through CASSlink to all registered queries. Such deadline shall be no less than 4 calendar days prior to the Remittance date for the billing period in question. Responses may be one of the following:

2.13.3.2.1 Accept, meaning the Participant agrees with the registered query

2.13.3.2.2 Reject, meaning the Participant does not agree with the registered query

2.13.3.2.3 Airline handled, meaning the Participant agrees with the registered query and will be generating the appropriate credit within its own system for processing through CASS

2.13.3.2.4 Amend, meaning the Participant wishes to process a credit for a different amount to that registered.

2.13.4 Prior to each CASS processing the correction period, established pursuant to paragraph 2.13.2 above, all registered queries in accordance with paragraph 2.13.3.1 that have not been responded to in accordance with paragraph 2.13.3.2 shall be automatically processed as approved.

2.13.5 Notwithstanding paragraph 2.13.4 above CASS Participants may in subsequent billing periods re-invoice registered queries, which they subsequently determine should have been initially rejected.

Section 3—Consequences of Default

3.1 DETERMINATION OF AGENT’S INDEBTEDNESS TO MEMBERS/AIRLINES

3.1.1 When the Agency Administrator has determined that an Agent declared in default under any of the provisions of this Resolution has effected settlement of all amounts due, if any, as provided in Subparagraphs 1.12.1(a)(ii) of Section 1 and/or 2.8.1.1(b) of Section 2 of this Resolution, the provisions of Paragraphs 3.3 and 3.4 of this Section shall apply;

3.1.2 When the Agency Administrator has determined that an Agent declared in default under any of the provisions of this Resolution has failed to settle all amounts due as provided in Subparagraphs 1.12.1(a)(ii) of Section 1 and/or 2.8.1.1(b) of Section 2 of this Resolution, he shall give the Agent notice of termination of the Cargo Agency Agreement, or Cargo Intermediary Agreement as the case may be, and the provisions of Subparagraph 4.4.1 of Section 4 of Resolutions 801, 805 and 807, Subparagraph 3.4.1 of Section 3 of Resolution 803 and Subparagraph 10.4.1 of Section 10 of Resolutions 809 and 813 as applicable, shall apply.

3.2 SETTLEMENT OF AMOUNTS DUE (except Australia)

When an Agent declared in default is able to demonstrate to the Agency Administrator prior to the termination date specified in his notice of termination that all outstanding amounts, if any, have been settled the Agency Administrator shall notify Members and other CASS-Export Airlines accordingly. Upon receipt of such notification Members and other CASS-Export Airlines shall pay any commission withheld, thereafter, the provisions of Paragraphs 3.3 and 3.4, as appropriate of this Section shall apply.

3.2 SETTLEMENT OF AMOUNTS DUE (Australia only)

When an Agent declared in default is able to demonstrate to the Agency Administrator prior to the termination date specified in his notice of termination that all outstanding amounts, if any, have been settled, the Agency Administrator shall notify Members and other CASS-Export Airlines accordingly. Thereafter, the provisions of Paragraphs 3.3 and 3.4, as appropriate of this Section shall apply.

3.3 REVIEW OF THE AGENT (except Australia)

3.3.1 If the Agent, having settled all outstanding amounts, if any, is able to demonstrate to the Agency Administrator that its financial and credit standing satisfies the qualifications set forth or provided for in the Cargo Agency Rules (Resolution 801, Section 1, Subparagraph 1.1.4.1; Resolution 803, Subparagraph 2.1.2; Resolution 805, Attachment ‘A’, Section 1,
Paragraph 1.2; Resolution 807, Section 1, Paragraph 1.4; Resolution 809, Section 2, Paragraph 2.4; Resolution 813, Section 2, Paragraph 2.4, as applicable), when the Agency Administrator has advised under any of the provisions of Sections 1 and 2 of this Resolution that an Agent is in default he shall so notify Members;

3.3.2 if the Agent, having settled all outstanding amounts, is able to demonstrate to the Agency Administrator that its financial and credit standing satisfies the qualifications set forth or provided for in the Cargo Agency Rules, as specified in Subparagraph 3.3.1 of this Paragraph, the Agency Administrator shall initiate a review of the Agent's registration by the Agency Commissioner. He shall notify the Agent by registered mail of the impending review and shall invite the Agent to submit a written statement of its position and the reasons for the default together with any written evidence it wishes to place before the Agency Commissioner;

3.3.3 without prejudice to the review provided for in Subparagraph 3.3.2 of this Paragraph, if prior to the review by the Agency Commissioner the Agent is able to demonstrate to the Agency Administrator that its financial and credit standing is satisfactory, the Agency Administrator shall so notify Members;

3.3.4 the Agency Commissioner may, at his discretion and depending upon the circumstances surrounding the default, remove the Agent from the Cargo Agency List or retain the Agent on such List. If the Agency Commissioner decides that the Agent shall be removed from the Cargo Agency List, the provisions of Subparagraph 3.3.1 of this Paragraph. In a review under this Subparagraph the provisions of Subparagraph 3.3.4 of this Section shall apply;

3.4 EFFECTS OF RETENTION AFTER DEFAULT (Australia only)

3.4.1 If the Agent is retained on the Cargo Agency List after having been reviewed under Subparagraph 3.3.4 of Section the Agency Commissioner may, in cases where he considers that the Agent's financial or credit standing so warrants, direct that the Agent comply with such financial requirements as the Agency Commissioner shall prescribe. Subject to any such direction, if the Agent was on a Cash Basis, Airlines may reinstate credit and CASS Neutral Air Waybills with the Agent or authorise the Agent to issue its own Neutral Air Waybill Forms;

3.4.2 an Agent which has been retained on the Agency List after having been reviewed under Subparagraph 3.3.4 of this Section shall again be reviewed if the Agent has failed to comply to the satisfaction of the Agency Administrator, with the financial requirements prescribed by the Agency Commissioner under Subparagraph 3.3.1 of this Paragraph. In a review under this Subparagraph the provisions of Subparagraph 3.3.4 of this Section shall apply;

3.4.3 a defaulting Agent whose Agreement has not been terminated, or which has been retained on the Cargo Agency List after being reviewed under Subparagraph 3.3.2 of this Section, shall be cleared of all irregularities recorded against it prior to the default and for the purposes of Subparagraphs 1.7.1 or 1.7.2 of Section 1 and Subparagraph 2.6.6 of Section 2 of this Resolution, the commencement of the 12 months period shall be the date of the decision by the Agency Commissioner to retain the Agent.

3.4 EFFECTS OF RETENTION AFTER DEFAULT (Australia only)

3.4.1 If the Agent is retained on the Cargo Agency List after having been reviewed under Subparagraph 3.3.4 of this Section the Agency Commissioner may, in cases where he considers that the Agents financial or credit standing so warrants, direct that the Agent comply with such financial requirements as the Agency Commissioner shall prescribe;
3.4.2 an Agent which has been retained on the Agency List after having been reviewed under Subparagraph 3.3.4 of this Section shall again be reviewed if the Agent has failed to comply to the satisfaction of the Agency Administrator, with the financial requirements prescribed by the Agency Commissioner under Subparagraph 3.4.1 of this Paragraph. In a review under this Subparagraph the provisions of Subparagraph 3.3.4 of this Section shall apply;

3.4.3 a defaulting Agent whose Agreement has not been terminated, or which has been retained on the Cargo Agency List after being reviewed under Subparagraph 3.3.2 of this Section, shall be cleared of all irregularities recorded against it prior to the default and for the purposes of Subparagraph 2.6.6 of Section 2 of this Resolution, the commencement of the 12 months period shall be the date of the Agency Administrator's notice to Members regarding termination of the Default status of the Agent, or the date of the decision by the Agency Commissioner to retain the Agent as applicable.

Appendix ‘A’

<table>
<thead>
<tr>
<th>Country</th>
<th>Grace Period</th>
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<tbody>
<tr>
<td>Argentina</td>
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<tr>
<td>Australia</td>
<td>4 days</td>
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<tr>
<td>Brazil (export)</td>
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</tr>
<tr>
<td>Brazil (import)</td>
<td>5 days</td>
</tr>
<tr>
<td>Canada</td>
<td>5 days</td>
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<tr>
<td>Chile</td>
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<td>Colombia</td>
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<td>Costa Rica</td>
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<td>Dominican Republic</td>
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<td>Venezuela</td>
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### RESOLUTION 801r

**Attachment ‘A’**

<table>
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<tr>
<th>Air Waybill Serial Number Origin Code</th>
<th>PREPAID CHARGES</th>
<th>CHARGES COLLECT</th>
<th>OTHER PREPAID CHARGES DUE AIRLINE***</th>
<th>Agent’s Information</th>
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<tr>
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<td>Weight* Charge</td>
<td>Weight* Charge</td>
<td>Other Charges Due Agent</td>
<td>A  B  C</td>
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<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4) (5) (6) (7) (8) (9) (10) (11) (12) (13)</td>
</tr>
</tbody>
</table>

**Mandatory Columns**

**Optional Columns**

---

**RECAPITULATION**

- Total prepaid charges due Airline (Cols. 2 + 3)
- Total remunerable sales (Cols. 2 + 4) CCY at % CCY
- Remuneration due Agent CCY
- Other charges due Agent CCY
- MCO amounts CCY

**NET DUE AIRLINE/AGENT** CCY

---

* Including valuation charges  
** Columns A and B to specify predetermined charges, e.g., those occurring most frequently, column C is to show other charges listed vertically if more than one and identified by AWB codes set out in Resolution 600a.  
*** Adjustment to be used when listing on a separate sheet previously invoiced items which are being reversed and adjusted. One of the optional columns to be headed ‘Adjustment Reference’.
RESOLUTION 811d
AGENCY COMMISSIONER

CAC1(43)811d (except USA) (amended)  Expiry: Indefinite  Type: B
CAC2(43)811d (amended)
CAC3(43)811d (amended)

RESOLVED that:

1. the office of the Agency Commissioner, (‘the Commissioner’) is hereby established.

2. one Commissioner shall be appointed for each IATA Conference Area.

3. any person may submit candidates for Commissioner to the Agency Administrator. Industry representatives will evaluate each candidate and make recommendations to the Director General of IATA and the Chairman of the Airfreight Institute of FIATA as to the term and remuneration. The Commissioner will be appointed by the Director General and the Chairman of the Airfreight Institute of FIATA. A serving Commissioner may be allowed to continue if required, until such time that a successor has been appointed.

4. the Director General and the Chairman of the Airfreight Institute of FIATA may appoint one or more Deputy Commissioners as necessary, to meet the demands of the office, in which event the appointment process shall be as for the Commissioner. In such case, the term ‘Commissioner’ shall be deemed to include both the Agency Commissioner and the Deputy Commissioner.

5. in the discharge of their duties the Commissioners shall be impartial and shall not be subject to the direction or supervision of IATA, any Member, IATA Cargo Agent or association of cargo agents, or any of their employees or officers.

6. a Commissioner may at his/her discretion, and for cause, appoint a substitute to act in respect of individual cases.

7. the term of office of a Commissioner may be curtailed by the Director General and the Chairman of the Airfreight Institute of FIATA upon the recommendation of the appropriate body of industry representatives.

8(a) the costs of the Commissioner’s office shall be borne in equal proportions by Members having lodged their own Air Waybill stocks with IATA Cargo Agents or Intermediaries in the countries where the Cargo Agency Rules have been implemented, and by IATA Cargo Agents or Intermediaries in such countries; provided that an IATA Cargo Agent shall be called upon to contribute, as a regular contribution: USD 10 (or acceptable equivalent) per year per Head Office Location and per Branch Office Location.

8(b) all such IATA Cargo Agents’ or Intermediaries’ contributions shall be paid into the Agency Commissioner Fund, held by the Agency Administrator and expended in accordance with the provisions of this Resolution. Such regular contribution shall not be deemed to include any payment of fee or monetary penalty decided by the Commissioner in the execution of his/her mandate. The purpose of the Fund is for Members and Agents or Intermediaries to discharge jointly their obligation to cover the costs of the Commissioner’s office (fees and expenses) in equal proportions. Additionally, the Agents’ and Intermediaries’ contribution shall be used to reimburse through the Airfreight Institute of FIATA (FIATA/AFI) the Agents’ representatives’ travel costs to attend IFCC meetings, and meetings endorsed by the IFCC and industry meetings to further the relationship between IATA Airlines and Forwarders participating in the Cargo Agency Program. As well as other expenses incurred hitherto, by the Airfreight Institute of FIATA to modernize the existing agency program.

9. each Commissioner shall act in accordance with the appropriate Resolution which provides for the Conduct of Review by Agency Commissioner.

10. RESCISSION AND TIE-IN

Upon this Resolution being declared effective, the following Resolutions shall be rescinded:

CAC1(12)801d (except USA) (amended)
CAC2(12)801d (amended)
CAC3(12)801d (amended)
CAC1(12)803d (except USA) (amended)
CAC2(12)803d (amended)
CAC3(12)803d (amended)
CAC2(13)805d (Europe)
CAC3(15)809d (South West Pacific)
RESOLUTION 811d
Attachment ‘A’

Agency Commissioner Profile

1. The Commissioner is an independent arbiter appointed jointly by the International Air Transport Association (IATA) and International Federation of Freight Forwarders Associations (FIATA) to conduct reviews and act with respect to decisions and/or actions affecting Agents/Intermediaries and applicants under the IATA Cargo Agency Programme.

1.1. The office of the Commissioner is established under the terms expressed in Resolution 811d.

1.2. The procedures under which the Commissioner operates are contained in IATA Resolution 811e.

2. IATA and FIATA will assess applicants for the office of the Commissioner against the following profile:

The ideal candidate will meet the following criteria:

1) experience in the cargo industry ideally gained from previous employment with an airline or cargo agent/intermediary;

2) at the time of application the applicant must not be employed or have any involvement with an airline, cargo agent/intermediary, agency association or IATA;

3) good knowledge of the IATA Cargo Agency Programme and the associated rules and regulations or a demonstrated ability to acquire knowledge of the Programme;

4) experience in dispute resolution and/or legal background;

5) independent contractor not associated with an airline, cargo agent/intermediary, agency association or IATA;

6) fluent in written and oral English;

7) ability to travel at short notice.

Cargo Agency Commissioner Job Description

1) A Commissioner shall act only as described to make reviews requested under the terms of Resolution 811d.

2) In the performance of his/her duties the Commissioner is not authorised to attend and/or address industry conferences of agency associations or of IATA except as required by the terms of the relevant Cargo Agency Rules.

3) In the performance of his/her duties the Commissioner is not authorised to counsel, train, coach or in any similar capacity offer guidance to individual agents, freight forwarders, intermediaries, freight forwarders associations, airlines or IATA except as specifically provided under the terms of Resolution 811e. However, the Commissioner may answer punctually requests for information from individual agents, freight forwarders, intermediaries, freight forwarders associations, airlines or IATA, if this request is not linked to any case of review or other dispute.

4) In the pursuit of their activities the Cargo Agency Commissioner(s) shall be independent and not subject to supervision by any one party, however, the Cargo Agency Commissioner(s) shall provide regular reports of activity to the Cargo Agency Conference (CAC), European Air Cargo Programme Joint Council (EACPJC), Canadian Agency Programme Joint Council (CAPJC). The CAC, EACPJC and CAPJC is entitled to review the activities of the Cargo Agency Commissioner(s)/Ombudsman, and is responsible for approval of the budget and monitoring of expenditure.

5) Any travel conducted by the Cargo Agency Commissioner(s) is authorized under the terms of Resolution 811e.

6) The office of the Cargo Agency Commissioner(s) shall maintain records of all Cargo Agency Commissioner(s) proceedings for a minimum of two years or as required under local law. The Cargo Agency Commissioner(s) shall ensure knowledge transfer and continuity with his/her successor. Copies of Commissioner records shall be provided by the Commissioner to the IATA Agency Administrator and to the Secretariat of FIATA.

7) The Cargo Agency Commissioner shall maintain an information website, funding for which will be provided from the established budget.

8) Commissioner shall be entitled to obtain administrative support which support shall be funded from the established budget.
RESOLUTION 811e

CONDUCT OF REVIEW BY AGENCY COMMISSIONER

CAC1(41)811e (except USA)   Expiry: Indefinite
CAC2(41)811e   Type: A
CAC3(41)811e

RESOLVED that, the Agency Commissioner (‘the Commissioner’) shall conduct reviews with respect to decisions affecting Agents (“Agent” or “IATA Cargo Agent” as used in this Resolution shall mean an Intermediary where applicable, as defined in Resolution 823) and applicants, it being understood that the definitions in the Cargo Agency Rules, Resolution 823, apply to this Resolution, in accordance with the following procedures:

1. REVIEW INITIATED BY AGENT OR APPLICANT

1.1 the Commissioner shall rule on cases initiated by:

1.1.1 any Person whose application to become an Agent has been rejected by the Agency Administrator, or has been rejected upon reconsideration by the Agency Administrator,

1.1.2 any Person who has acquired ownership or is seeking to acquire ownership of an IATA Cargo Agent and whose application for change of ownership has been disapproved by the Agency Administrator, or has been disapproved upon reconsideration by the Agency Administrator,

1.1.3 an Agent who has received notice from the Agency Administrator of impending removal from the Cargo Agency List, for whatever reason;

1.1.4 an Agent who has received notice of impending action by the Agency Administrator with regard to that Agent that it considers unreasonably diminishes its ability to conduct business in a normal manner;

1.1.5 an Agent whose application for a Change of Location and/or Name has been disapproved;

1.1.6 an Agent who considers that the Agency Administrator has not followed correct procedures, as delegated by the Cargo Agency Conference, to that Agent’s direct and serious detriment.

1.2 for a review under this Paragraph the person authorized to initiate the review may do so by submitting a written request to the Commissioner, with copy to the Agency Administrator. Requests for reviews of rejected applicants must be submitted within 30 calendar days of the Agency Administrator’s notice of the decision under appeal. The Commissioner shall review the case in a de novo adversary proceeding and shall decide, on the basis of all probative evidence presented during the proceeding, whether or not the applicant is qualified pursuant to the Cargo Agency Rules for inclusion on the Cargo Agency list.

2. REVIEW INITIATED BY AGENCY ADMINISTRATOR

2.1 the Agency Administrator shall on his own initiative and may at the request of any Member, initiate a review to re-determine the registration of an Agent under the appropriate provisions of the Cargo Agency Rules; or determine whether the Agent has violated any other provision of these same Rules or of its Cargo Agency Agreement in the following instances:

2.1.1 when an Agent has been declared in default,

2.1.2 when an Agent has failed to comply, to the satisfaction of the Agency Administrator, with financial requirements prescribed by the Commissioner as a condition for the retention of the Agent on the Cargo Agency List following a review conducted as a consequence of default,

2.1.3 when an Agent has failed to make a full accounting and settlement of all amounts due to Members as a condition for retention on the Cargo Agency List following a review conducted as a consequence of default,

2.1.4 when an Agent has failed to submit, by the specific date, financial documents requested by the Agency Administrator in order to conduct a financial review of the Agent,

2.1.5 when the Agency Administrator has reason to believe that the Agent no longer meets the minimum financial requirements set forth in the IATA Cargo Agent’s Handbook or is not in a position to meet his financial obligations,

2.1.6 when an Agent in a CASS Country/area has incurred four notices of irregularity in any period of twelve consecutive months,

2.1.7 when an Agent has failed to make timely application to the Agency Administrator for a change of ownership, status, name or address,

2.1.8 when an Agent has changed its name or address and the Agency Administrator is unable to approve the change of name or address,

2.1.9 on receipt of information tending to prove that the Agent no longer fulfills all of the requirements of the Handbook,

2.1.10 when an Agent has failed to renew, before their expiry date, bank or insurance bonds or guarantees required,

2.1.11 when an Agent, in its capacity as a Recipient under the Cargo Accounts Settlement System - Import & Terminal Charges, has been suspended from that System,

2.1.12 when an Agent’s licence, where required, has been reinstated following withdrawal or suspension thereof by licensing authorities;

2.2 each written request for a review shall be accompanied by a certification by the Agency Administrator
that a true copy has been served on the Agent. The Commissioner shall conduct each review initiated under this Paragraph in an adversary proceeding and will decide, on the basis of all probative evidence presented during the proceedings, whether or not the Agent has failed to comply with or has violated the Resolution provisions as alleged by the Agency Administrator. If the decision is affirmative, the Commissioner shall impose on the Agent a penalty in accordance with the provisions of this Resolution, which he deems appropriate under the circumstances;

2.3 in addition to the reviews set forth in Subparagraph 2.1 of this Paragraph, the Agency Administrator shall file a written complaint with the Commissioner, with copy to the Agent in the following circumstances:

2.3.1 on receipt of a complaint lodged by IATA,

2.3.2 on receipt of a complaint by a Member following registration of an applicant whose application had been protested by such Member,

2.3.3 on receipt of a notice from a Member of an alleged misrepresentation or violation by an Agent of the IATA Dangerous Goods Regulations, including the Shipper's Declaration,

2.3.4 on receipt of a notice from a Member of an alleged misrepresentation or violation of security control measures prescribed by the responsible authority(ies) or by the Member.

3. RULES OF PROCEDURE

3.1/3.1.1 the Commissioner shall promulgate rules of practice and procedures designed to ensure a prompt and impartial review of all matters properly submitted to him. The rules shall grant to each party the following minimum rights:

3.1.1.1 to move for dismissal,

3.1.1.2 to move for summary judgement or other appropriate relief,

3.1.1.3 to submit in writing any relevant information which it deems appropriate,

3.1.1.4 to call witnesses,

3.1.1.5 to appear personally and/or be represented by counsel and present evidence and arguments in support of its position,

3.1.1.6 to hear the evidence and arguments of the other party and its witnesses,

3.1.1.7 to cross-examine the other party and its witnesses;

3.1.2 proceedings before the Commissioner shall be informal, and the parties shall not be required to adhere to strict rules of evidence;

3.1.3 the party who has initiated a Request for Review may withdraw all or part of it, in writing, at any time prior to the issuance of a decision.

3.2 in a review conducted pursuant to this Resolution, the parties shall be the Agency Administrator or the Member concerned, the applicant or Agent concerned, or the complainant, as the case may be. Except as the Commissioner may otherwise direct in writing, any person who is not a party, or a witness, who desires to make relevant information available to the Commissioner in connection with a pending review shall do so only through one of the parties thereto. The party concerned shall promptly forward such information in writing to the Commissioner with a copy to the other party. Such person shall be subject to cross-examination.

3.3/3.3.1 except for good cause stated in writing, the Commissioner shall schedule each review proceeding not later than 45 days after receipt of a request pursuant to this Resolution, and shall render his decision within 30 days after the close of the record in the proceeding;

in each decision, the Commissioner shall be bound by the provisions of the applicable Resolutions, and shall make specific findings of fact and conclusions with respect thereto. The decision shall be in writing and shall include all such findings and conclusions and with respect to reviews conducted under Paragraph 1 of this Resolution any conditions imposed by the Commissioner. With respect to review proceedings instituted pursuant to Paragraph 2 of this Resolution, the decision shall be in writing and shall include all such findings and conclusions and any penalty imposed pursuant to Subparagraph 3.5 of this Resolution.

3.3.2 A signed copy of the decision shall be served on each party. Subject to action taken under Paragraph 4 of this Resolution, the decision shall be final and binding on the applicant or Agent, and on IATA and all Members;

3.3.3 each decision which includes a finding that the Agent, at the time of hearing, is improperly withholding money from a Member, shall in addition to any penalty imposed pursuant to this Resolution:

3.3.3.1 either suspend the Agent's approval, in which case the provision governing “Effect of Removal or Suspension or Reprimand, sub paragraph ‘Suspension’” as stipulated in the Cargo Agency Resolutions shall apply, or

3.3.3.2 Suspend the Agent from CASS, where applicable, until all outstanding amounts due have been paid;

3.3.4 the Commissioner shall be empowered to waive an oral hearing of a review based on written submissions of the parties and to render a decision on written stipulations between the parties;

3.3.5 each decision by the Commissioner shall, with respect to future interpretations of Resolutions concerned, constitute a binding precedent.

3.4/3.4.1 a review requested by an Agent pursuant to Subparagraph 1.1.1 or 1.1.2 of this Resolution shall have the effect of staying the adverse decision affecting the Agent, pending the decision of the Commissioner. If the Commissioner finds that the Agent qualifies for retention, the Agency Administrator shall retain the Agent on the
Cargo Agency List and shall so notify the Agent and all Members;

3.4.2 if the Commissioner finds that the Agent can be relied upon to adhere to the terms of the Cargo Agency Rules subject to the fulfilment of certain terms and conditions, the Agency Administrator shall retain the Agent on the Cargo Agency List after verification that such terms and conditions have been met pursuant to the specific terms of the Commissioner's decision. The Agency Administrator shall notify the Agent and all Members that the Agent is maintained on the Cargo Agency List.

3.5/3.5.1 the Commissioner may decide the following:

3.5.1.1 dismissal,

3.5.1.2 inclusion in or exclusion from the Cargo Agency List (in the case of an applicant),

3.5.1.3 retention on the Cargo Agency List,

3.5.1.4 removal from the Cargo Agency List,

3.5.1.5(a) suspension of IATA registration for:

3.5.1.5(a)(i) CASS areas - not less than one CASS billing period,

3.5.1.5(a)(ii) non-CASS areas - not less than 30 days,

3.5.1.5(b) in either case, the suspension shall not exceed 90 days or at the Agent's option, a monetary indemnity payable to IATA in lieu of suspension,

3.5.1.6 reprimand,

3.5.1.7 decide on any other measure or attach such conditions to his decision as he considers appropriate and which are consistent with and may reasonably be applied under the Resolutions, particularly in the matter of restitution, and set the date for the Agent's compliance therewith,

3.5.1.8 any appropriate combination of these,

3.5.2 the Commissioner may offer the Agent a choice between two or more of the above;

3.6 the Commissioner shall regularly schedule review proceedings at his office but may, if he deems circumstances warrant, schedule reviews at other places.

4. REVIEW BY ARBITRATION

an Agent or applicant which considers itself aggrieved by a decision of the Commissioner taken under provisions of this Resolution shall have the right to have such decision reviewed by arbitration in accordance with the procedures set out in the applicable Cargo Agency or Intermediary Rules.

5. EFFECTIVENESS, IMPLEMENTATION AND SPECIAL APPLICABILITY

The effectiveness and implementation of this Resolution shall be governed by the provisions of the appropriate Cargo Agency Resolution applicable to the country in which the review by the Agency Commissioner is being conducted.
RESOLUTION 811ee

CONDUCT OF REVIEW BY CARGO COMMISSIONER (FOR IFACP COUNTRIES/REGIONS)

CAC1(46)811ee (except USA) Expiry: Indefinite
CAC2(46)811ee Type: A
CAC3(46)811ee

RESOLVED that, the Cargo Commissioner (the Commissioner) shall conduct reviews with respect to decisions affecting Forwarders in accordance with the following procedures. (The term Forwarder when used in this Resolution means “IATA-FIATA Endorsed Forwarder” as defined in Resolution 823 and in the IATA-FIATA Air Cargo Program (IFACP), it being understood that the definitions in the IFACP Rules and Resolution 823, apply in general to this Resolution).

1. REVIEWS

The Commissioner shall rule on cases of review, which may be initiated by a Forwarder, or a CASS airline, or IATA in the following circumstances:

1.1 when a Forwarder who has received official notice from IATA of impending review or participation suspension or removal as a participant in the Cargo Accounts Settlement System (CASS), for whatever reason; including but not limited to such notices issued when:

1.1(a) a Forwarder has been declared in default,
1.1(b) a Forwarder has failed to comply, with financial requirements prescribed by the Commissioner as a condition for the retention or reinstatement of its participation in CASS following a review conducted as a consequence of default,
1.1(c) a Forwarder has failed to make a full accounting and settlement of all amounts due to Members as a condition for retention and participation in CASS following a review conducted as a consequence of default,
1.1(d) a Forwarder has failed to submit, by the specific date, financial documents in order to conduct a financial review related to its participation in CASS,
1.1(e) there is reason to believe that the Forwarder no longer meets the minimum financial requirements set forth in the IFACP Handbook or is not in a position to meet his financial obligations,
1.1(f) a Forwarder in a CASS Country/area has incurred the number notices of irregularity in any period of twelve consecutive months, that would trigger a suspension, or review, or default action,
1.1(g) a Forwarder has failed to provide, or increase, or renew before the expiry date, any bank or insurance bonds or guarantees required,
1.1(h) a Forwarder is declared bankrupt, goes into liquidation, is placed in receivership or judicial administration or is subject to similar legal procedures affecting its normal operations and its ability to settle monies due via CASS.

1.2 when a Forwarder has received notice of impending action in respect of its CASS participation that it considers unreasonably diminishes its ability to conduct business in a normal manner;

1.3 when a Forwarder considers that IATA has not followed correct CASS procedures, as delegated by the Cargo Agency Conference, to that Forwarder’s direct and serious detriment.

2. PROCEDURES TO INITIATE A REVIEW

2.1 For the Cargo Commissioner to conduct a review under this Paragraph, the Forwarder, or other party, initiating the review must do so by submitting a written request to the Commissioner, with copy to IATA.

2.2 Requests for reviews must be submitted within 30 calendar days of IATA's notice, or of action taken, which decision is under appeal.

2.3 The Commissioner shall review the case in a de novo adversary proceeding and shall decide, on the basis of all probative evidence presented during the proceeding, and issue a decision, as described in Paragraph 3 below.

3. RULES OF PROCEDURE

3.1 The Commissioner shall promulgate rules of practice and procedures designed to ensure a prompt and impartial review of all matters properly submitted to him. The rules shall grant to each party the following minimum rights:

3.1.1 to move for dismissal,
3.1.2 to move for summary judgment or other appropriate relief,
3.1.3 to submit in writing any relevant information which it deems appropriate,
3.1.4 to call witnesses,
3.1.5 to appear personally and/or be represented by counsel and present evidence and arguments in support of its position,
3.1.6 to hear the evidence and arguments of the other party and its witnesses,
3.1.7 to cross-examine the other party and its witnesses;

3.2 proceedings before the Commissioner shall be informal, and the parties shall not be required to adhere to strict rules of evidence;

3.3 the party who has initiated a Request for Review may withdraw all or part of it, in writing, at any time prior to the issuance of a decision.
3.4 in a review conducted pursuant to this Resolution, the parties shall be: the Forwarder concerned, IATA and/or the airline involved, or the complainant, as the case may be. Except as the Commissioner may otherwise direct in writing, any person who is not a party, or a witness, who desires to make relevant information available to the Commissioner in connection with a pending review shall do so only through one of the parties thereto. The party concerned shall promptly forward such information in writing to the Commissioner with a copy to the other party. Such person shall be subject to cross-examination.

3.5 except for good cause stated in writing, the Commissioner shall schedule each review proceeding not later than 45 days after receipt of a request pursuant to this Resolution, and shall render his decision within 30 days after the close of the record in the proceeding;

3.6 in each decision, the Commissioner shall be bound by the provisions of the applicable Resolutions and/or IFACP rules and shall make specific findings of fact and conclusions with respect thereto. The decision shall be in writing and shall include all such findings and conclusions and with respect to reviews conducted under Paragraph 1 of this Resolution any conditions imposed by the Commissioner.

3.7 A signed copy of the decision shall be served on each party involved in the review. Subject to action taken under Paragraph 4 of this Resolution, the decision shall be final and binding on the Forwarder, and on IATA and all Members;

3.8 each decision which includes a finding that the Forwarder, at the time of hearing, is improperly withholding money from a CASS Airline, shall in addition to any penalty imposed pursuant to this Resolution, suspend the Forwarder from CASS, where applicable, until all outstanding amounts due have been paid;

3.9 the Commissioner shall be empowered to waive an oral hearing of a review based on written submissions of the parties and to render a decision on written stipulations between the parties;

3.10 each decision by the Commissioner shall, with respect to future interpretations of Resolutions concerned, constitute a binding precedent.

3.11 the Commissioner may decide the following:

3.11.1 dismissal,

3.11.2 suspension from CASS for a specific period, that shall be for not less than one CASS billing period,

3.11.3 reprimand,

3.11.4 decide on any other measure or attach such conditions to his decision as he considers appropriate and which are consistent with and may reasonably be applied under the Resolutions or IFACP rules, particularly in the matter of restitution, and set the date for the Forwarder’s compliance therewith,

3.11.5 any appropriate combination of these,

3.12 the Commissioner may offer the Forwarder a choice between two or more of the above;

3.13 the Commissioner shall regularly schedule review proceedings at a neutral office but may, if he deems circumstances warrant, schedule reviews at other places.

4. REVIEW BY ARBITRATION

a Forwarder, or Airline or IATA, which considers itself aggrieved by a decision of the Commissioner taken under provisions of this Resolution shall have the right to have such decision reviewed by arbitration in accordance with the procedures set out in the applicable IFACP Rules.

5. EFFECTIVENESS, IMPLEMENTATION AND SPECIAL APPLICABILITY

The effectiveness and implementation of this Resolution shall be governed by the provisions of the IFACP Rules as well as any appropriate Cargo Resolution in respect of CASS as applicable to the country in which the review by the Commissioner is being conducted.
RESOLUTION 813

CARGO AGENCY RULES—LATIN AMERICA AND THE CARIBBEAN

CAC1(47 & Mail C068)813 Expiry: Indefinite (except USA) (amended) Type: B

RESOLVED that the following provisions are adopted and shall be implemented in the Latin America and the Caribbean not later than 30 days after the declaration of effectiveness of this Resolution by the Agency Administrator. Notification of the date of implementation of these provisions shall be given to all Members by the Agency Administrator. For the purpose of this Resolution, the definition of ‘Latin America and the Caribbean’ shall be that shown in Resolution 823.

1.1 GENERAL

the Cargo Executive Council is a permanent body conducting its activities under the authority of the Conference, to which the Cargo Executive Council will report annually.

1.2 AUTHORITY AND TERMS OF REFERENCE

1.2.1 the Cargo Executive Council may initiate its own recommendations to the Conference for improvements to those provisions of the Programme which remain under the undelegated authority of the Conference. The Conference shall inform the Cargo Executive Council of action taken on such recommendations with reasons;

1.2.2(a) the Cargo Executive Council is empowered to make final decisions in respect of the following provisions of the Cargo Agency Programme in Latin America and the Caribbean:

1.2.2(a)(i) financial standing,

1.2.2(a)(ii) standards of staff competence, experience, and knowledge of air cargo products,

1.2.2(a)(iii) suitability of premises,

1.2.2(a)(iv) suitability of cargo handling equipment;

1.2.2(b) provided that all decisions of the Cargo Executive Council shall be consistent with the terms of Resolution 801a ‘Cargo Agency Agreement’ and be included, as part of applicable IATA Resolutions, in the Cargo Agent's Handbook;

1.3 COMPOSITION

the Cargo Executive Council shall consist of not less than six nor more than 10 Member airline representatives of each Member having lodged Air Waybills with Agents in any country in Latin America and the Caribbean where implementation of this Resolution is sought, elected/re-elected biennially by the Cargo Agency Conference.
Representatives designated by an association recognised as a national cargo agents’ association in the country (or countries in the area) where implementation of this Resolution is implemented, provided that the number of such representatives shall be not more than half the number of air carriers’ representatives;

the Agency Administrator, or his authorised representa-
tive, as an ex officio member, and

a representative from ALACAT, the regional Cargo Agent Association for Latin America.

1.4 PROCEDURES

1.4.1 the Cargo Executive Council shall meet at least once a year and shall elect its Chairman from its Member airline representatives for a twelve month period. The Secretary shall be supplied by the Agency Administrator from the IATA Secretariat and shall keep a written record of the meetings of the Cargo Executive Council, except as provided herein the Council shall establish its own procedures;

1.4.2 each member of the Cargo Executive Council is entitled to vote. Except as detailed below, the decisions thereof shall be adopted by a simple majority vote of the members present at the meeting. The quorum of the meeting shall be two-thirds of the Council;

1.4.3 the Cargo Executive Council shall receive recommen-
dations for review/approval, as appropriate, in the form of agenda items, from the Local Customer Advisory Groups Cargo (LCAGC), in countries where a CASS has been implemented, and from IATA Cargo Advisory Panels (ICAPs), in non-CASS countries;

1.4.4 the Cargo Executive Council is empowered to consider and make recommendations on all issues affecting the operation of the Cargo Agency Programme, as contained in these Cargo Agency Rules.

1.5 EFFECTIVENESS AND IMPLEMENTATION

1.5.1 notwithstanding Resolution 001, the following Res-
olutions shall become effective only if both such Resolu-
tions become and remain effective:

CAC1(22)813

CAC1(22)811e

1.5.2 if, in any country where the Resolutions listed in Subparagraph 1.5.1 above have been implemented, any such Resolutions or amendments thereto is disapproved, or rescinded, or a Government approval is deferred or withdrawn, all such Resolutions or amendments shall be simultaneously voided, rescinded or deferred, as the case may be required, in that country; provided that such action shall not affect the validity of such Resolutions or amendments in respect of other countries where they have been, or may become, implemented;

1.5.3 upon all Resolutions listed in Subparagraph 1.5.1 above have been implemented in a country, Resolutions:

CAC1(01)801(except USA)(amended)

CAC1(01)811e(except USA)(amended)

As applicable, shall be suspended with respect to such country; provided, however, that if the Resolutions listed in Subparagraph 1.5.1 above, are subsequently voided, rescinded or deferred in such country pursuant to Subpar-
agraph 1.5.3 above, the Resolutions listed above shall be reinstated and the status quo ante restored in such country.
Section 2—Qualifications for Registration and Retention

Any Person may become an Agent by meeting the minimum staff requirements prescribed in Paragraph 2.1 of this Section and the other qualifications established from time to time by the Cargo Executive Council and published in the Cargo Agent’s Handbook, and by submitting an application to the Agency Administrator. The requirements and qualifications must continue to be met in order to ensure retention as an Agent (in which event the term “applicant” where used in this Section shall be understood to include an IATA Cargo Agent). When there are reasons to believe that an Agent does not continue to meet such requirements and qualifications, the Agency Administrator shall, on his own initiative or at the request of any Member, initiate a review of the Agent. If the Agency is unable to demonstrate to the Agency Administrator by a specified date that it meets the qualifications, the Agency Administrator shall give the Agent notice of termination of the Cargo Agency Agreement. Such termination shall not take effect if, prior to the date of termination, the Agency Administrator determines that the Agent meets the qualifications. An IATA Cargo Agent must advise the Agency Administrator of any subsequent changes in respect of its places of business where the Agent makes cargo ready for carriage and any changes in its staff insofar as such changes affect the Agent's ability to meet the minimum staff requirements set forth in Paragraph 2.1 of this Section.

A legal entity appointed by an air carrier as a GSSA for the country concerned may not apply for accreditation as an IATA Cargo Agent/Intermediary. (A General Sales and Services Agent is one to whom an airline has delegated general authority to represent it for required to provide further information or additional purposes of overseeing sales in a defined territory).

2.1 MINIMUM STAFF REQUIREMENT

2.1.1 the applicant shall employ a minimum two full time competent persons qualified to provide the services and handling functions described in Subparagraph 2.3;

2.1.2 a minimum of one such competent person who also holds certification in respect of Dangerous Goods Acceptance described in Subparagraph 2.1.2(b) of this Resolution is present at all places where air cargo is made ready for carriage whenever such places are open for business, and the applicant must supply evidence that:

2.1.2(a) two such persons hold the IATA Introductory Course Diploma or have successfully completed an equivalent course offered by an IATA Member or by the Dangerous Goods regulatory authority of the country concerned, where required. Such examination shall, as a minimum, be to the standard required by the IATA Dangerous Goods Board or by the Dangerous Goods regulatory authority of the country concerned; provided that the Member may elect to use the IATA examination, in which case an IATA certificate will be issued to each successful candidate;

2.1.2(b) two such persons at the time of application and at all times subsequent to registration, hold a valid certificate, issued within the previous two years, or within such other period as may be specified by the competent local authority, attesting to the bearer’s having followed a recognised training course in Dangerous Goods Acceptance and having passed a written examination based on that course. The names and registration numbers of such persons must appear in the national register of persons certified as competent in Dangerous Goods Acceptance, in any country in which such a register is maintained;

for the purpose of this Resolution, a recognised training course means:

2.1.2(b)(i) the IATA Module 2 Course,

2.1.2(b)(ii) a Member’s course of formal instruction in Dangerous Goods Acceptance,

2.1.2(b)(iii) a course of formal instruction offered by a training establishment which has been apprised and endorsed by the IATA Dangerous Goods Board;

2.1.2(b)(iv) a course of formal instruction offered by a training organization or other establishment which has been endorsed by the regulatory authority responsible for Dangerous Goods in the specified country provided they meet IATA Dangerous Goods Board established criteria.

2.1.2(b)(v) the FIATA Dangerous Goods Training Course.

2.1.2(c) provided, that all the above training courses shall, where required in the country of registration of the applicant, also be approved in advance by the governmental agency responsible for regulating Dangerous Goods matters in that country;

2.1.2(d) failure to renew the certificate of Dangerous Goods course of training by a date specified by the Agency Administrator, with the result that the Agent no longer fulfils the conditions of this Subparagraph, shall be grounds for the Agency Administrator to remove the Agent from the Agency List;

2.1.2(e) validation of the training described in Subparagraph 2.1.2(b)(ii) shall be by an examination set and marked by IATA whose certificate shall be issued to each successful examination candidate;

2.1.2(f) validation of the training described in Subparagraph 2.1.2(b)(ii) shall be by an examination set and marked by the Member or by the Dangerous Goods regulatory authority of the country concerned, where required. Such examination shall, as a minimum, be to the standard required by the IATA Dangerous Goods Board or by the Dangerous Goods regulatory authority of the country concerned; provided that the Member may elect to use the IATA examination, in which case an IATA certificate will be issued to each successful candidate;

2.1.2(g) validation of training described in Subparagraph 2.1.2(b)(iii) shall be by an examination set by the Dangerous Goods regulatory authority of the services and handling functions described in Paragraph 2.3 of this Section;
country concerned, where required. In other cases, the examination shall be to the standard required by the IATA Dangerous Goods Board;

2.1.2(h) the following details shall be published in advance by the organisers of instructional courses in the handling of Dangerous Goods, where the resulting certificate is to be relied upon for purposes of qualifying under these Rules:
— course objectives,
— detailed description of course contents,
— training method used,
— testing methods and pass levels applied to validate results.

2.1.1.3 the certificate awarded pursuant to Subparagraph 2.1.2(b) of this Paragraph shall include the name of the issuing authority and the date of issue, and shall confirm that:

2.1.1.3(a) the trainee has taken the examinations on the contents of the course, and has met the minimum standard required by the examination body;

2.1.1.3(b) the certificate is valid for two years from the date of issue, or such other period as may be specified by the competent local authority;

2.1.2 it being understood that, where the applicant's staff at such places is limited to two such persons, both shall meet the requirements set forth in Subparagraphs 2.1.2(a), 2.1.2(b) and 2.1.1.3 of this Paragraph.

2.1.3 in addition to the stated Dangerous Goods Acceptance training requirements, all persons assigned by the applicant to handle any consignments and/or make them ready for carriage shall have completed a Dangerous Goods Awareness course in accordance with national governmental agency and/or ICAO requirements.

2.2 PROMOTION AND SELLING

the applicant shall:

2.2.1 maintain and operate at least one office (or a department of such an office) actively and principally engaged in the promotion and sale to the general public of international air cargo transportation over the lines of Airlines, and the handling of consignments therein;

2.2.2 have been so engaged for a period of at least six months prior to the date of application;

2.2.3 have adequate insurance to cover its liability for loss of or damage to shippers' cargo.

2.3 PROCESSING AND HANDLING

the applicant shall maintain and offer the public the premises, staff and equipment necessary for the performance of the following functions as a minimum:

2.3.1 quoting Airlines' rates, charges and conditions pertaining to such rates and charges;

2.3.2 assisting customers in completing the required formalities for the transportation of cargo by air, including reservation services;

2.3.3 adhering to security control measures as prescribed by the responsible authority(ies), and supplemented from time to time by the Member. The Agency Administrator may, on his own initiative or at the request of a Member conduct an examination of Agent(s), to determine that such security control measures prescribed by the authorities are applied;

2.3.4 delivering (or arranging for delivery) of consignments to an Airline at any Airport designated by the Airline for general acceptance of all consignments ready for carriage;

2.3.5 accepting for carriage and delivering (or arranging for delivery) to an Airline restricted articles in accordance with the applicable Dangerous Goods regulations;

2.3.6 collecting charges from customers, and remitting monies due to carriers.

2.4 FINANCIAL STANDING

2.4.1 the applicant must be able to show satisfactory financial standing and ability to remain solvent and pay bills, and should provide the Agency Administrator with audited and independently produced financial statements prepared in accordance with local accounting practices including:

2.4.1.1 balance sheet,

2.4.1.2 full Trading Account,

2.4.1.3 profit and loss statement,

2.4.1.4 source and application of funds statement,

2.4.1.5 any other information and schedules as deemed necessary by the Agency Administrator;

2.4.2 the information supplied by the applicant must relate to the most recent financial year, although the Agency Administrator may require an interim set of accounts if he deems the circumstances so warrant;

2.4.3 the applicant shall also submit an appropriate corporate affairs certificate of incorporation of the Company or, in the case of an unincorporated entity, a statement of personal assets from its bank or lender confirming legal ownership of the net assets;

2.4.4(a) the Agency Administrator shall examine the information against criteria set by the Cargo Executive Council and contained in the Handbook; the following will be taken into account when assessing the applicant's financial standing:

2.4.4(a)(i) availability of adequate liquid funds to meet normal trading commitments,

2.4.4(a)(ii) paid-up capital required to be commensurate with fixed assets,
2.4.4(a)(iii) the existence of preferential claims on the assets and contingent liabilities;

2.4.4(b) the applicant may be required to provide further information or additional financial support in the form of recapitalisation, insurance bonds or bank guarantees. Failure on the part of an Agent to renew, any such bank guarantees, before their expiry dates, shall constitute grounds for the Agency Administrator to suspend the Agent from CASS, where applicable and to give the Agent notice of termination of the Cargo Agency Agreement; provided that if the Agent demonstrates to the Agency Administrator, prior to the termination date, that it meets the financial criteria incorporated in the Handbook, the termination shall not take place. In such event, the Agency Administrator shall so notify the Agent, all Members and where applicable, ISS Management. If, prior to the review, the Agency Administrator receives evidence that such bank guarantees have been renewed as required, he shall terminate the review proceeding and the CASS suspension, where applicable and so notify the Agent, all Members and, where applicable, ISS Management;

2.4.4(c)(i) when economic and financial conditions so warrant, and when requested by a Member or IATA Cargo Advisory Panel (ICAP), the Cargo Executive Council may require Applicants to provide bank or insurance guarantees; normal business fluctuations will be taken into consideration when determining the level of such guarantees and Applicants will be provided with a reasonable period of time to furnish such guarantees;

2.4.4(c)(ii) if, subsequent to the implementation of the provision shown in Subparagraph 2.4.4(c)(i) above, the economic and financial conditions no longer warrant such requirements, the Cargo Executive Council shall, at its next meeting, review ratification of these special measures;

2.4.4(c)(iii) the Cargo Executive Council shall determine the economic and financial indicators and the degree of variance thereof warranting consideration of these special measures;

2.4.5 the Agency Administrator shall, on his own initiative or at the request of a Member, conduct annual examinations of the financial standing of Agents. He may request, and the Agent concerned shall be under obligation to furnish, by the date specified in the Agency Administrator's letter of request, the documents deemed necessary by the Agency Administrator to conduct such examination. Failure by the Agent to submit such documents, as prescribed, shall be grounds for the Agency Administrator to suspend the Agent from CASS, where applicable, and/or initiate a review by the Agency Commissioner;

2.4.6 when the Agency Administrator determines that an Agent may no longer satisfy the financial criteria incorporated in the Handbook, he may, if circumstances so warrant, prescribe in writing such conditions as he deems appropriate to be complied with by the Agent within 60 days of the date of such written prescription. The Agency Administrator shall determine if such conditions have been met. On finding that the Agent failed to comply, the Agency Administrator shall suspend the Agent from CASS, where applicable and give the Agent notice of termination of the Cargo Agency Agreement and notify all Members, Airlines and, where applicable, ISS Management accordingly;

2.4.7 if, subsequent to the action taken under Subparagraphs 2.4.5 and 2.4.6 above, but prior to the review decision, the Agent satisfies the Agency Administrator that the prescribed conditions have been met, the termination shall not take place and the Agency Administrator shall reinstate credit facilities and notify the Agent, all Members and, where applicable, ISS Management accordingly;

2.4.8 when the financial position of an Agent is subject to review by the Agency Commissioner, and the Agent is unable to meet the financial criteria set by the Cargo Executive Council and contained in the Handbook, the Agency Administrator shall take normal business fluctuations into account and provide the Agent with a reasonable period of time to meet those criteria.

2.4.9 notwithstanding the provisions contained within paragraphs 2.4.4(b) and 2.4.4(c)(i), an Agent may satisfy the requirement to provide additional financial support under section 2.4.4 through any type of security accepted by the Agency Administrator from time to time

2.5 LICENCE TO TRADE

where officially required, the applicant must be in possession of a valid licence to trade. Suspension or withdrawal of this licence shall constitute grounds for the Agency Administrator to suspend the Agent from CASS and to initiate a review of the Agent in accordance with Resolution 811e.

2.6 NAME

2.6.1 the applicant must not have a name which is:

2.6.1.1 the same as, or misleadingly similar to that of an IATA Member or IATA, or

2.6.1.2 the same as that of another IATA Cargo Agent in the same country; provided that this prohibition shall not apply to Persons entered on the Cargo Agency List prior to 1 April 1984;

2.6.2 the place of business must not be identified as an office of a Member.

2.7 ETHICAL BUSINESS PRACTICES

the applicant and those who direct its operations, shall not have been found guilty of wilful violations of fiduciary obligations incurred in the course of business.

2.8 PRIOR DEFAULT

2.8.1 the applicant or any Person holding a financial or ownership interest in the applicant, or the manager who exercises daily supervision over the operation of the Agent, shall not have been involved in the financial
management of an Agent which has been removed from the Cargo Agency List on grounds of default unless, based upon investigation and all information and facts available, it is determined that such applicant, Person or manager did not participate in the acts or omissions that caused such default, or that the applicant can be relied upon to adhere to the terms of the Cargo Agency Agreement;

2.8.2 the applicant or any person who is a director of or who holds a financial interest or a position of management in the applicant shall not have been a director of or had a financial interest or held a position of management in an Agent which is presently under suspension or pending action of any kind by the Agency Commissioner unless, based upon investigation and information and facts available, it is determined that the applicant can be relied upon to adhere to the terms of the Cargo Agency Agreement;

2.8.3 all material statements made in the application shall be accurate and complete.

2.9 IATA CARGO ADVISORY PANEL (ICAP)

2.9.1 the Cargo Executive Council may, on advice from a Member, establish an IATA Cargo Advisory Panel (ICAP) in a country or group of countries where a Cargo Accounts Settlement System (CASS) has not been implemented;

2.9.1.1 the Agency Administrator shall invite each Member having its own sales organisation in the country concerned to nominate from management personnel in its employment a person of appropriate seniority to serve as such Member's representative on the IATA Cargo Advisory Panel. The Agency Administrator shall maintain a list of all such nominees;

2.9.1.2 each ICAP shall consist of not more than nine such representatives selected by the Agency Administrator from the nominations received. In selecting such representatives the Agency Administrator shall endeavour to ensure that the membership is composed of persons having expertise in the areas of cargo handling, sales and financial control;

2.9.1.3 to assist the Agency Administrator in processing applications for registration of Agents, each ICAP shall make recommendations to the Cargo Executive Council for the establishment of local criteria that take account of market conditions, with respect to:

2.9.1.3(a) financial standing,

2.9.1.3(b) personnel qualifications,

2.9.1.3(c) premises,

2.9.1.3(d) equipment;

2.9.1.4 ICAP representatives, at the request of the Agency Administrator, may conduct inspections and submit reports with respect to qualifications of applicants;

2.9.1.5 each ICAP may request the Agency Administrator to conduct reviews of Agents located in the country or group of countries under the purview of the ICAP;

2.9.1.6 ICAPs may, subject to prior notice to the Agency Administrator, participate in dialogue meetings with representatives of national cargo agents' associations. The Agency Administrator or his authorised representative shall attend all such meetings;

2.9.1.7 dialogue meetings provided in Subparagraph 2.9.1.6 of this Paragraph may consider all items that are within the terms of reference of the Cargo Agency Conference, in the country or group of countries under the purview of the ICAP concerned, and make recommendations to the Cargo Executive Council;

2.9.1.8 persons included on the list maintained by the Agency Administrator, pursuant to Subparagraph 2.9.1.1 of this Paragraph, who are not selected as members of the ICAP may attend meetings thereof as observers;

2.9.1.9 except as specifically provided herein, each ICAP shall determine its own procedures from guidelines supplied to that effect by the Agency Administrator and shall meet as required.
Section 3—Procedures

3.1 PROCESSING OF APPLICATIONS

3.1.1 upon request, the Agency Administrator shall supply each prospective applicant with an application form and a copy of the Handbook (at a nominal charge) containing these Rules and other relevant information and guidance;

3.1.2 an applicant which wishes to be included on the Cargo Agency List as an Agent shall forward to the Agency Administrator a completed application in the form prescribed accompanied by such documents as set forth in the Handbook and by fees covering the following:

3.1.2.1 registration fee,
3.1.2.2 application fee, which is non-refundable, and
3.1.2.3 the first annual agency fee;

3.1.3 upon receipt, the Agency Administrator shall promptly consider whether such application is complete. If any of the required information or fees have not been included with the application, the Agency Administrator shall so inform the applicant;

3.1.4 if the Agency Administrator finds the application complete, he shall publish promptly to Members in a listing that such application has been received. Such listing shall be published not less than monthly;

3.1.5 any Member may, within 30 days of publication of such listing, file evidence with the Agency Administrator indicating the grounds why, in that Member's opinion, the applicant does not meet the qualifications to become an Agent. The Agency Administrator shall inform the applicant that such a protest has been made and invite response;

3.1.6 the Agency Administrator shall arrange for at least one independent inspection report to assist him in determining whether the applicant meets the qualifications necessary to become an Agent;

3.1.7 the Agency Administrator shall consider each application and supporting information and any other information brought to his attention and decide within 45 days of date of publication of the application listing if the applicant meets the qualifications to become an Agent;

3.1.8 the applicant shall be notified promptly in writing of the Agency Administrator's action;

3.1.9 the Agency Administrator shall process the application and shall be empowered to register the applicant or reject such application.

3.2 REJECTION

a rejected applicant may, within 30 calendar days of the date of the Agency Administrator's notice, request reconsideration of the decision by the Agency Administrator or may invoke the procedures for review of the Agency Administrator's action by the Agency Commissioner.

3.3 ACTION FOLLOWING APPROVAL OF APPLICANT

3.3.1 if the Agency Administrator decides the applicant has shown that it meets the qualifications, the Agency Administrator shall register the applicant and enter it on the Cargo Agency List;

3.3.2 the Director General, acting on behalf of Members desiring to appoint an Agent shall execute a Cargo Agency Agreement with each Person registered as an Agent in accordance with these Rules. The Agency Administrator shall promptly notify all Airlines of the names of parties executing Cargo Agency Agreements and the dates of such Agreements;

3.3.3 the Agency Administrator shall maintain, publish and circulate from time to time, a Cargo Agency List of all Persons with whom the Director General has entered into a Cargo Agency Agreement in accordance with Subparagraph 3.3.2 of this Paragraph, which will contain the following minimum information:

3.3.3.1 name of Agent,
3.3.3.2 legal or registered address,
3.3.3.3 date of registration,
3.3.3.4 IATA numeric code and location identifier(s),
3.3.3.5 named Airport(s) in adjacent country(ies), if applicable;

3.3.4 for the purpose of these Rules, a Person's name shall be deemed to be included on the Cargo Agency List from the date when such Agreement is entered into until the date when it is terminated;

3.3.5 an Agent shall submit to the Agency Administrator, pursuant to the provisions of the Preamble to Section 2 of these Rules, details of any changes in its offices, premises and warehouses and its trained staff, which arise at any time after the Agent's approval, and having a bearing on the Agent's ability to meet the qualifications for retention as an IATA Registered Cargo Agent.

3.4 APPOINTMENT OF AGENT

3.4.1 Manner of Appointment

a Member may appoint an Agent which is on the Cargo Agency List, in the following manner:

3.4.1.1 by depositing with the Agency Administrator a statement of general concurrence for the appointment of all Agents. The Agency Administrator shall from time to time publish in the Handbook, a list of Members having deposited such a statement of general concurrence;

3.4.1.2 alternatively, a Member may inform such Agent, in writing with copy to the Agency Administrator, that such
Member specifically concurs in its appointment as an Agent:

### 3.4.2 Effective Date

such appointment(s) shall be effective as follows:

#### 3.4.2.1

as to those Members who have deposited a statement of general concurrence, immediately upon inclusion of the Agent on the Cargo Agency List, or as from the date the statement is deposited if such date is subsequent to that of the Agent's inclusion on the Cargo Agency List,

#### 3.4.2.2

as to any other Member, as of the date stated as the effective date in such Member's specific concurrence which shall not be earlier than the date when the Agent was included on the Cargo Agency List.

### 3.5 TERMINATION OF INDIVIDUAL APPOINTMENT

any Member having appointed an Agent may cancel such appointment by so notifying the Agent in writing with copy to the Agency Administrator.

### 3.6 DELIVERY OF AIR WAYBILLS BY MEMBERS

the provision of Air Waybills shall be at the option of the Member. The Member may, also at its option, authorise the Agent to issue on the Member's behalf, Neutral Air Waybills in conformity with the provisions of Resolution 600a.

### 3.7 CAPACITY AND INDEMNITY

the Director General, the Agency Administrator, the Agency Commissioner and ISS Management, in performing any action pursuant to these Rules, to Resolutions 851, 853 and their Attachments, and to any other applicable Resolutions, act not as principals but as agents for the Members concerned. Members appointing Agents undertake to indemnify IATA, its officers, employees and other appointees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions under these Rules (other than functions performed pursuant to Resolution 801r, Section 2). Members participating in a Cargo Accounts Settlement System (CASS-Export) or in a CASS Import and Terminal Charges(CASS-ITC) undertake to indemnify IATA, its officers, employees and other appointees against liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to such system under Resolutions 851, 853 and their Attachments, and under Resolution 801r, Section 2, as applicable.

### 3.8 CASS AIRLINE SEPARATE REQUIREMENTS FOR FINANCIAL SECURITY AFTER ACCREDITATION

(i) Recognizing that IATA is mandated to conduct financial assessments of Agents who hold Accreditation in accordance with Local Financial Criteria and, when applicable, may require a financial security.

(ii) In certain jurisdictions, the Local Financial Criteria may require the imposition of an industry bank guarantee or financial security (an “Industry Financial Security”); the amount of such Industry Financial Security is calculated on an Agent's CASS settlements.

(iii) Members participating in the Cargo Agency Program should not request a separate duplicate financial security from an Agent covering those same CASS settlements. Any Member, however, that does maintain individual and bilateral financial securities covering such CASS settlements should notify IATA and will be excluded from participation in the Industry Financial Security.

(iv) In the event that a Member considers the IATA Industry Financial Security inadequate, the Carrier should appeal to its Cargo Executive Council for revisions to the Local Financial Criteria.
Section 4—Commission/Remuneration

Commission and/or remuneration for the sale and handling of international air cargo transportation shall be agreed bilaterally between the parties.

Section 5—Change of Ownership, Legal Status, Name or Address

5.1 NOTIFICATION OF CHANGES

Notification with respect to changes of ownership, legal status, name or address of the Agent shall be given to the Agency Administrator prior to the change and processed in accordance with the provisions of this Section; provided that when an Agent undergoes a change of ownership or status which also includes a change of name or address, all changes shall be notified by the Agent in a single notice of change and actioned by the Agency Administrator as one application.

5.2 PROCESSING OF CHANGES

5.2.1/5.2.1.1 The following changes of ownership shall require the execution of a new Cargo Agency Agreement, and shall be processed in accordance with Paragraph 5.3 of this Section:

5.2.1.1(a) in the case of a sole owner, partnership or other unincorporated firm:

5.2.1.1(a)(i) the transfer of an interest in the Agent which has the effect of transferring control of the Agent to a Person in whom it was not previously vested,

5.2.1.1(a)(ii) the admission or withdrawal of a partner,

5.2.1.1(b) in the case of a corporation, the disposal of the Agent's business and its acquisition by a Person who is not an Agent;

5.2.2 the following changes of ownership and status shall require the execution of a new Cargo Agency Agreement, and shall be processed in accordance with Paragraph 5.3 of this Section:

5.2.2.1 in the case of a sole ownership, partnership or other unincorporated firm, the incorporation of the Agent;

5.2.2.2 in the case of a corporate body:

5.2.2.2(a) the transformation of the Agent into a partnership or other unincorporated firm,
5.2.2.2(b) any change which reduces the liability of any Person who was previously liable directly or indirectly, for the debts of the corporation.

5.2.3 the following other changes shall be processed in accordance with the appropriate Paragraph of this Section as indicated:

5.2.3.1 death of sole owner or of a member of a partnership or other unincorporated firm—Paragraph 5.9;

5.2.3.2 death of stockholder—Paragraph 5.10;

5.2.3.3 change of name—Paragraph 5.11;

5.2.3.4 change of address—Paragraph 5.12.

5.3 CHANGES REQUIRING NEW AGREEMENT

when an Agent proposes to effect a change of ownership and/or status as described in Subparagraph 5.2.1.1 or Paragraph 5.2.2 of this Section:

△ 5.3.1 the Agent (‘the transferor’) and the proposed new owner (‘the transferee’) shall jointly give the Agency Administrator notice of the proposed change in the form as prescribed by Attachment ‘A’ to these Rules at least 30 days before the change is to be effected. At the same time the transferee shall submit an application for approval and inclusion in the Cargo Agency List in accordance with Section 3 of these Rules and the application shall be considered and dealt with in accordance with the provisions of that Section. The Agent shall also provide a current financial statement as required under Section 2 of these Rules. In the event where Agent is unable to provide documents deemed necessary to conduct Financial Review, the change may still be processed, if the Agent provides a Financial Security equivalent to its Sales at Risk. On receipt of the notice, the Agency Administrator shall:

5.3.2 on receipt of a notice of change and a duly completed application in time to enable the Agency Administrator to process the application, the Agency Administrator shall execute a provisional Cargo Agency Agreement with the transferee unless the application reveals or the Agency Administrator has reason to believe that the application should be disapproved because the transferee does not meet one or more of the requirements of Section 2 of these Rules. Nevertheless, if prior to the final decision on the application the transferee eliminates the grounds for disapproval to the satisfaction of the Agency Administrator, the Agency Administrator shall execute a provisional Cargo Agency Agreement with the transferee;

5.3.3 the transferee’s provisional Cargo Agency Agreement shall take effect from the date when the change of ownership and/or status takes place. The transferee's Cargo Agency Agreement shall terminate as of the date when the change of ownership and/or status takes place, without prejudice to the fulfilment of all obligations accrued prior to the date of termination;

5.3.4 a provisional Cargo Agency Agreement shall be in the same form and have the same effect as a Cargo Agency Agreement. The Agency Administrator shall notify all Airlines of the execution of the provisional agreement and on receipt of such notice Airlines may do business with the transferee as if he were an Agent.

5.4 CHANGES NOT REQUIRING A NEW AGREEMENT

when an Agent proposes to effect a change of ownership as described in Subparagraph 5.2.1.2 of this Section:

△ 5.4.1(a) the Agent shall give the Agency Administrator notice of the proposed change in the form of Attachment ‘A’ to these Rules at least 30 days before the change is to be effected. The Agent shall also provide a current financial statement as required under Section 2 of these rules. In the event where the Agent is unable to provide documents deemed necessary to conduct Financial Review, the change may still be processed, if the Agent provides a Financial Security equivalent to its Sales at Risk. On receipt of the notice, the Agency Administrator shall:

5.4.1(a)(i) bill the Agent for a change of ownership fee as provided in Subparagraph 12.1.1.5 of Section 12 of these Rules, and

5.4.1(a)(ii) publish promptly to Members in a monthly listing that such a notice has been received;

5.4.1(b) any Member may within 30 days of publication of such information, file evidence with the Agency Administrator indicating the grounds why, in that Member's opinion, the Agent does not meet the qualifications to remain an Agent. The Agency Administrator shall inform the Agent that such protest has been made and invite response;

5.4.2 on receipt of a notice of change in time to enable the Agency Administrator to process the change, the Agency Administrator shall give provisional approval of the change unless the notice reveals or the Agency Administrator has reason to believe that the Agent should not be retained because it does not meet one or more of the requirements of Section 2 of these Rules. Nevertheless if prior to final decision on the change the Agent eliminates the grounds for disapproval to the satisfaction of the Agency Administrator, the Agency Administrator shall give provisional approval of the change;

5.4.3 the provisional approval of the change shall take effect from the date when the change takes place and the Agency Administrator shall notify all Airlines accordingly.

5.5 LACK OF PROVISIONAL AGREEMENT OR APPROVAL

when pursuant to Subparagraph 5.3.2 or 5.4.2 of this Section, the Agency Administrator is unable to execute a provisional Cargo Agency Agreement or to give provisional approval as at the date of the change, the Agency Administrator shall notify all Airlines and ISS Management
accordingly. Airlines may continue to do business with the Agent on terms agreed between the parties.

5.6 FINAL APPROVAL BY AGENCY ADMINISTRATOR

5.6.1 in addition to any action taken by the Agency Administrator under Paragraphs 5.3 and 5.4 of this Section, he shall obtain from such source, and in such manner as he may deem appropriate, a report on the transferee or Agent, as the case may be, indicating whether the requirements set out in Section 2 of these Rules are satisfied;

5.6.2(a) if, the report shows that the said requirements are satisfied, and no protest has been received from a Member within 30 days following notice from the Agency Administrator of the proposed change, the Agency Administrator shall:

5.6.2(a)(i) in case of a change as described in Subparagraph 5.2.1.1 or in Paragraph 5.2.2 of this Section, notify the transferee that the provisional Cargo Agency Agreement shall cease to be provisional and shall become a Cargo Agency Agreement,

5.6.2(a)(ii) in case of a change as described in Subparagraph 5.2.1.2 of this Section, notify the Agent that the provisional approval of the change shall cease to be provisional and shall become a full approval;

5.6.2(b) the Agency Administrator shall notify all Airlines accordingly and, when required, make any necessary amendment to the Cargo Agency List.

5.7 EFFECT OF DISAPPROVAL

5.7.1(a) if the Agency Administrator is unable to execute a Cargo Agency Agreement with a transferee or to give final approval of a change to an Agent, as the case may be, he shall promptly notify the transferee or Agent and shall, simultaneously:

5.7.1(a)(i) in case of a change as described in Subparagraph 5.2.1.1 or in Paragraph 5.2.2 of this Section, by notice to the transferee confirm that its Cargo Agency Agreement terminated on the date when the change of ownership took place, and by notice to the transferee, terminate the provisional Cargo Agency Agreement, if executed,

5.7.1(a)(ii) in case of a change as described in Subparagraph 5.2.1.2 of this Section, by notice to the Agent, withdraw a provisional approval that has been given and terminate the Cargo Agency Agreement;

5.7.1(b) in all such notices the Agency Administrator shall give the reasons for his action and notify all Airlines accordingly. A disapproved transferee or Agent may within 30 days of the Agency Administrator’s notice request reconsideration of the decision by the Agency Administrator or invoke the procedures for review of the Agency Administrator’s action by the Agency Commissioner;

5.7.2 upon request for reconsideration by the Agency Administrator or for review by the Agency Commissioner, the disapproval action shall be stayed and the status quo ante restored pending the result of the reconsideration or of the review. If the Agency Commissioner confirms the disapproval, the transferee or Agent may request review of such decision by arbitration pursuant to Section 11 of these Rules, in which case the disapproval action shall continue to be stayed until notification of the arbitration award;

5.7.3 if the transferee or the Agent, as the case may be, notifies the Agency Administrator that the change of ownership has been revoked and the Agent restored in all respects to its previous ownership, the Agency Administrator shall reinstate the Agent’s Cargo Agency Agreement and, when applicable, reinstate credit facilities and notify the Agent and all Airlines accordingly.

5.8 UNDERTAKING BY TRANSFEREE

5.8.1 every application for approval shall be accompanied by an undertaking by the transferee to accept joint and several liability with the transferor for any outstanding obligations of the transferor under its Cargo Agency Agreement as of the date when the transfer of ownership takes place; and

5.8.2 in cases where the transferor is employed by or retains a financial or beneficial interest directly or indirectly in the Agent after the change of ownership, the application shall be accompanied by an undertaking by the transferee to accept responsibility for any violation by the transferor of its Cargo Agency Agreement which may have occurred within a period of two years immediately prior to the change of ownership as if such violation were a violation of the transferee’s Cargo Agency Agreement.

5.9 DEATH OF A SOLE OWNER OR OF A MEMBER OF A PARTNERSHIP OR OTHER UNINCORPORATED FIRM

5.9.1 in the event of the death of the sole owner of an Agent, or of a member of a partnership or other unincorporated firm, the Agent shall promptly advise the Agency Administrator who, in order to preserve the goodwill of the Agent as far as possible, may at the request of the person entitled to represent the decedent’s estate (in the case of a sole ownership) or of the remaining member of the partnership or other unincorporated firm enter into a temporary Cargo Agency Agreement with the requesting party, reinstate credit facilities and advise Airlines accordingly. The temporary Cargo Agency Agreement shall be in the same form and have the same effect as a Cargo Agency Agreement except that:

5.9.1.1 if the Agency Administrator at any time has reason to believe that the financial situation of the estate, partnership or other unincorporated firm is unsatisfactory, he shall give the agent notice of termination of the
temporary Cargo Agency Agreement and notify all Members and Airlines accordingly.

5.10.2 if prior to the date of termination of the Cargo Agency Agreement the estate or partnership or other unin-corporated firm submits evidence of a satisfactory financial situation, the termination shall not take effect and the Agency Administrator shall notify the Agent and all Members and Airlines that credit may be reinstated,

5.10.1.3 if the termination of the temporary Cargo Agency Agreement takes effect, Agency Administrator shall remove the Agent from the Cargo Agency List and notify the Agent and all Members and Airlines accordingly. Upon receipt of such notice, Members shall take the same action as required on removal of an Agent from the Cargo Agency List;

5.9.2 if the person entitled to represent the estate of the decedent, proposes to transfer or to confirm the transfer of the decedent’s interest in the Agent to an heir, legatee or other person, or notifies that the decedent’s interest is withdrawn from the partnership or other unincorporated firm, such transfer or withdrawal shall be deemed a change of ownership for purposes of this Section. The signatory of the temporary Cargo Agency Agreement and the transferee shall jointly give notice to the Agency Administrator as required under Subparagraph 5.3.1 of this Section and thereafter the provisions of Paragraphs 5.3, 5.5, 5.6, 5.7 and 5.8 of this Section shall apply;

5.9.3 subject to earlier termination under the provisions of Subparagraph 5.9.1 or 5.9.2 of this Paragraph, a temporary Cargo Agency Agreement with the representative of the estate of a deceased sole owner shall terminate if such representative ceases to carry on the Agent’s business at the address covered by the Agreement.

5.10 DEATH OF STOCKHOLDER

5.10.1 in the event of the death of a stockholder holding 30% or more of the total issued stock of a corporate body (or in whom control of the Agent is vested), the Agent shall promptly advise the Agency Administrator who shall notify all Airlines accordingly and request the Agent to submit current financial statements:

5.10.1.1 if the financial situation of the Agent is found to be satisfactory, the Agent may continue to do business with Airlines as a registered Agent;

5.10.1.2 if the financial situation of the Agent is found to be unsatisfactory, the Agency Administrator shall give the Agent notice of termination of the Cargo Agency Agreement, provided that if the Agent demonstrates to the Agency Administrator, prior to the termination date, that it meets the financial criteria incorporated in the Cargo Agent’s Hand-book, the termination shall not take effect;

5.10.2 if the person entitled to represent the decedent’s estate proposes to transfer or to confirm the transfer of the decedent’s interest in the Agent to an heir, legatee or other person, such transfer shall be deemed a change of ownership for purposes of this Section. The Agent shall give notice to the Agency Administrator as required under Subparagraph 5.4.1(a) and 5.4.1(b) of this Section and the provisions of Paragraphs 5.4, 5.5, 5.6 and 5.7 of this Section shall apply.

5.11 CHANGE OF NAME

when an Agent changes its name, such Agent shall promptly notify the Agency Administrator of the new name, supplying documentary proof from the Corporate Affairs Office of ownership of the said name. The Agency Administrator shall notify all Airlines of the new name and record the new name on the Cargo Agency List and in the Cargo Agency Agreement. If the Agency Administrator disapproves the application, he shall give the Agent notice of termination of the Cargo Agency Agreement and notify all Members and Airlines accordingly. Such termination shall not take effect if, prior to the date of termination, the Agent reverts to its approved name or if the Agency Administrator is able to approve the application for change of name.

5.12 CHANGE OF ADDRESS

5.12.1 where an Agent changes its address from that shown on the Cargo Agency List, such Agent shall promptly notify the Agency Administrator who shall so advise all Airlines. Authority to act as an Agent shall continue to apply to the new address;

5.12.2 where an Agent moves from or ceases to operate at the sales office and/or handling facilities that were inspected in the course of processing its application for registration, such Agent shall as far in advance as possible but in any case before effecting the move, notify the Agency Administrator of the new address. The Agency Administrator shall obtain an inspection report of the new premises and shall notify all Members of the proposed new address. If no protest is received from any Member within 30 days of such notice and if the inspection report is favourable, the new premises shall be deemed to be approved. If the change is protested by any Member within such period or if the investigation report is unfavourable, the new premises shall not be approved and the Agency Administrator shall give the Agent notice of termination of the Cargo Agency Agreement and notify all Members and Airlines accordingly. Such termination shall not take effect if, prior to the date of termination, the Agent Administrator is able to approve the application for change of location;

5.12.3 where an Agent opens, closes, or changes the address of a branch office, he shall advise the Agency Administrator so that he may amend the Cargo Agency List.

5.13 LATE NOTIFICATION OR ABSENCE OF NOTIFICATION OF CHANGE

5.13.1 if the notification and, when required, the completed application in respect of a change of ownership or status is not received by the Agency Administrator or is received after the change has taken place, the Agency Administrator shall remove the Agent from the Cargo
Agency List and notify the transferor (in the case of changes pursuant to Subparagraph 5.2.1.1 or to Paragraph 5.2.2 of this Section) or the Agent (in the case of changes pursuant to Subparagraph 5.2.1.2 of this Section) that its Cargo Agency Agreement is terminated as of the date of the change. The Agency Administrator shall notify all Airlines accordingly and the provisions of Subparagraph 10.4.1 of Section 10 of these Rules shall apply. The application from the transferee, if any, shall be processed in accordance with the provisions of Section 3 of these Rules;

5.13.2 failure to notify the Agency Administrator of a change of name or address shall be grounds to place the Agent under review.

Section 6—Review of Agents

The matters under the purview of the Agency Commissioner are set out in Resolution 811e, as are the procedures for conducting reviews.
Section 7—Collection of Funds; Reporting and Remitting Directly to Members
The procedures regarding reporting and remitting directly to Members are set forth in Resolution 801r.

Section 8—Air Waybill Transmittals, Billings, Remittances and Collections, Defaults (under Cargo Accounts Settlement System—CASS-Export)
The procedures regarding reporting and remittance under the CASS-Export are set forth in Resolution 801r.
**Section 9—Consequences of Default**

The procedures regarding the consequences of default are set forth in Resolution 801r.

**Section 10—Measures Affecting an Agent’s Standing**

**10.1 WITHDRAWAL BY AGENT**

10.1.1 an Agent may voluntarily relinquish its registered status at any time by giving advance notice in writing to the Agency Administrator who shall notify all Airlines. The notice will state an effective date of withdrawal, without prejudice to fulfilment by the Agent, and each of the Airlines having the Agent under appointment, of all obligations accrued up to the date of withdrawal from the Cargo Agency List;

10.1.2 in the event an Agent voluntarily relinquishes any Airline's appointment it shall so notify the Airline in writing.

**10.2 REMOVAL BY AGENCY ADMINISTRATOR**

the Agency Administrator may, in accordance with the provisions of these Rules, remove for cause an Agent from the Cargo Agency List by giving notice in writing to the Agent to take effect in accordance with these Rules. Such removal shall be without prejudice to fulfilment by the Agent and each of the Airlines having the Agent under appointment of all obligations accrued up to the date of removal from the Cargo Agency List.

**10.3 NOTICE OF SUSPENSION BY AGENCY ADMINISTRATOR**

when an Agent is suspended for cause under the provisions of these Rules, the Agency Administrator shall give notice thereof in writing to the Agent. The suspension will take effect from the time specified in the written notice.

**10.4 EFFECT OF REMOVAL OR SUSPENSION OR REPRIMAND**

**10.4.1 Removal**

when notice has been served by the Agency Administrator that an Agent is to be removed from the Cargo Agency List:

10.4.1.1 the Agency Administrator shall by notice to the Agent terminate the Agent’s Cargo Agency Agreement and so notify Members,

10.4.1.2 any authorisation given to the Agent to issue Neutral Air Waybills shall be withdrawn by ISS Management and an immediate accounting and settlement of monies due will be required,

10.4.1.3 members not participating in the Cargo Accounts Settlement Systems shall revoke any authority for the Agent to execute Air Waybills on behalf of such Members and require an immediate accounting and settlement of monies due;
10.4.2 Suspension

when notice has been served by the Agency Administrator that an Agent is to be suspended:

10.4.2.1 the Agency Administrator shall so notify Members,

10.4.2.2 for the period of suspension, any authorisation given to the Agent to issue Neutral Air Waybills shall be withdrawn by ISS Management,

10.4.2.3 members not participating in the Cargo Accounts Settlement Systems shall, for the period of suspension, revoke any authority for the Agent to execute Air Waybills on behalf of such Members,

10.4.2.4 in all other respects the provisions of these Rules and of other applicable Resolutions continue to apply to the Agent during the period of suspension;

10.4.3 Reprimand

when a reprimand is issued to an Agent under any of the provisions of these Rules, the Agency Administrator shall record it against the Agent and notify the Agent that this has been done.

10.5 OTHER MEASURES AFFECTING OPERATION OF AGENT

when an Agent is declared bankrupt, placed in receivership or judicial administration, goes into liquidation or becomes subject to any other similar legal procedure affecting its normal operation, the Agency Administrator shall, when allowed by the provisions of applicable law in the Agent's country of operation, suspend from CASS, where applicable.

10.6 LICENCE TO TRADE

in addition to actions affecting an Agent's standing which may be taken pursuant to these Rules, the application of the Cargo Agency Agreement to an Agent and the capacity of such Agent to do business with Airlines may be affected by termination, suspension or other condition relating to the Agent's licence to trade (where this is officially required) imposed by the government authorities of the place where the Agent is situated. In such case, the Agency Administrator shall promptly notify all Airlines, with copy to the Agent, of the effects of such government action.

10.7 FORCE MAJEURE

The Agent shall not be liable for delay or failure to comply with the terms of the Cargo Agency Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Agent, and (ii) is not the result of the Agent's lack of reasonable diligence (an 'Excusable Delay'). In the event an Excusable Delay continues for seven days or longer, the Agency Administrator shall have the right, at its option, to terminate this Agreement by giving the Agent whose performance has failed or been delayed by the Excusable Delay at least thirty days' prior written notice of such election to terminate.
Section 11—Review by Arbitration at Agent’s Request

11.1 RIGHT TO ARBITRATION REVIEW

any Agent which considers itself aggrieved by a decision of the Agency Commissioner (‘the Commissioner’) under Resolution 811e shall have the right to have the decision reviewed by arbitration in accordance with the following procedure (hereafter in this Section the term ‘Agent’ is used to designate both an aggrieved Agent and an applicant seeking review by arbitration, except where the context specifies otherwise).

11.2 APPLICATION PROCEDURE

the Agent shall send written notice to the Agency Administrator advising of its wish to have the decision reviewed by arbitration. The notice is to reach the Agency Administrator within 30 days of the date the decision was sent to the Agent. Thereafter the Agency Administrator shall dispatch to the Agent a form of Request for Arbitration and shall notify all Airlines that the Agent has requested arbitration.

11.3 SETTING UP OF ARBITRATION BOARD

11.3.1/11.3.1.1(a) the Agent may elect arbitration before:

11.3.1.1(a)(i) a sole arbitrator appointed by mutual agreement within 20 days of the date of dispatch to the Agent of the form of Request for Arbitration; (failing such agreement, the nomination shall be made by the President of the International Chamber of Commerce), or

11.3.1.1(a)(ii) a sole arbitrator appointed by the President of the International Chamber of Commerce, or

11.3.1.1(a)(iii) an Arbitration Board composed of three members as provided in Subparagraph 11.3.1.2 of this Paragraph;

11.3.1(b) in any event the Agent shall complete, sign and return the form of Request for Arbitration so as to reach the Agency Administrator within 30 days of its dispatch to the Agent. On such form the Agent shall indicate its choice of (i), (ii) or (iii) above. Where it chooses arbitration before a three-member Arbitration Board, the Agent shall enter the name of an arbitrator acceptable to it and willing to act as such; the form shall be accompanied by a certified cheque or banker’s draft for US$750 (or the acceptable equivalent) where a sole arbitrator has been chosen, or for US$1,000 (or the acceptable equivalent) where a three-member Arbitration Board has been chosen, as deposit on account of any costs that may become payable by the Agent;

11.3.1(c) upon receipt of documentation from the Agent and IATA, and prior to holding the hearing, the Arbitrator(s) may require the Agent and IATA to post certified cheques in an amount determined by the Arbitrator(s), in US dollars or the acceptable equivalent, to cover the estimated costs of the arbitration. Upon notification of the Board’s award, any monies so posted, and in excess of the arbitration costs shall be refunded to one or other or both parties, as appropriate;

11.3.1.2 within 20 days of receipt by the Agency Administrator of the form of Request for Arbitration, completed by the Agent, electing arbitration before a three-member Board together with a certified cheque or banker’s draft, the Agency Administrator shall nominate an arbitrator and the two arbitrators so nominated shall nominate a third who shall act as chairman of the Arbitration Board. If the third arbitrator has not been so nominated within 20 days after the nomination of the second arbitrator, the Agency Administrator shall request the President of the International Chamber of Commerce to nominate the third arbitrator;

11.3.1.3 the expression ‘Arbitration Board’ shall mean a sole arbitrator or a three-member Arbitration Board nominated pursuant to Subparagraphs 11.3.1.1 and 11.3.1.2 of this Paragraph.

11.3.2 in the event of the resignation or incapacity of an arbitrator, the persons appointing such arbitrator shall, within 30 days of the date when the Agency Administrator is notified of such resignation or incapacity, appoint a substitute.

11.4 CONDUCT OF PROCEEDINGS

11.4.1 the Arbitration Board shall hold the hearing in the country where the Agent is registered or for which the application for registration was made, as applicable, and within 1,000 kilometres of the Agent’s address, unless otherwise agreed by the Agent and the Agency Administrator;

11.4.2 the Arbitration Board shall publish its award in writing not later than 60 days after appointment of the chairman or of the sole arbitrator, provided that this period may be extended by or with the agreement of the Agent and the Agency Administrator. If the Arbitration Board does not publish its award in writing within such period of 60 days, or within such extended period agreed by the Agent and the Agency Administrator, the Arbitration Board shall be deemed discharged without remuneration and the Agency Administrator shall request the President of the International Chamber of Commerce to appoint a sole arbitrator or another sole arbitrator (in place of the sole arbitrator discharged) who shall proceed in accordance with the provisions of Paragraph 11.4.1 of this Paragraph and Paragraph 11.6 of this Section and shall publish his written award within 45 days of the date of his appointment;

11.4.3 the Arbitration Board shall reach its decision by a majority;

11.4.4 the Arbitration Board shall permit the parties to be heard either in person or by a representative and shall receive any relevant or material probative evidence bearing on the matter referred to it;

11.4.5 in all other respects the Arbitration Board shall settle its own procedures.
11.5 SCOPE OF REVIEW

11.5.1 review by the Arbitration Board shall be appellate and not de novo. The Board shall affirm the decision under review unless it finds and concludes that such decision is deficient in one or more of the following respects:

11.5.1.1 it is not supported by substantial evidence;
11.5.1.2 it contains error of applicable law;
11.5.1.3 it is arbitrary or capricious;
11.5.1.4 it is not in accordance with the terms of the Resolution under which it was taken;
11.5.1.5 the penalty is inappropriate, inadequate or excessive;
11.5.2 additionally, evidence may be considered which is available to the Arbitration Board but which for good cause could not be presented to the Commissioner.

11.6 AWARD

11.6.1 in the event the Arbitration Board does not affirm the decision under review, it shall either direct action upon the Agent in accordance with the Board’s findings, or refer the matter to the Commissioner for action consistent with the Board’s decision;

11.6.2 the Arbitration Board shall direct that costs of the Arbitration Board shall be borne by the Agent if the decision under review is affirmed, shall be borne by IATA if the Commissioner’s decision is reversed, or shall be apportioned between the Agent and IATA in such manner as the Arbitration Board shall decide if the decision is modified. Nevertheless, if there are special circumstances warranting a different award as to such costs, the Arbitration Board shall be empowered to direct that they be borne by the parties in such manner as it considers equitable. Costs of legal representation shall be borne by the party incurring such costs.

11.7 EFFECT AND EFFECTIVE DATE OF THE AWARD

11.7.1 the award of the Arbitration Board shall be final and conclusively binding on the Agent, IATA and all Airlines and shall be complied with in accordance with its terms;

11.7.2 the Agency Administrator shall notify the Agent, all Airlines and ISS Management of the award of the Arbitration Board, which shall take effect, unless the Arbitration Board directs otherwise, from a date the Agency Administrator shall specify in advance;

11.7.3 if the award requires the Agent to pay the costs of the Arbitration Board in whole or in part and the Agent has not paid such costs within 60 days of the date of notice given under Subparagraph 11.7.2 of this Paragraph, the Agency Administrator shall remove the Agent from the Cargo Agency List.

Section 12—Agency Fees

12.1 TYPES OF FEES

12.1.1 the following agency fees, in the amounts determined by the Conference in consultation with the Director General, shall be payable:

12.1.1.1 a non-refundable application fee for each country of registration and for each named airport, if any, in each country adjacent to the country of registration,
12.1.1.2 a registration fee for each country of registration and for each named airport, if any, in each country adjacent to the country of registration,
12.1.1.3 an annual agency fee for each country of registration and for each named airport, if any, in each country adjacent to the country of registration,
12.1.1.4 a fee for processing changes of ownership, name or address;
12.1.2 no application for entry as an Agent on the Cargo Agency List shall be considered unless the application fee, the registration fee and the first annual agency fee have been received. If the application is rejected, the registration and annual fees shall be returned to the applicant.

12.2 FIRST ANNUAL AGENCY FEE

the first annual agency fee shall be charged for the current year.

12.3 INVOICING

except in respect of the first assessment upon application, annual agency fees for each calendar year shall be paid not later than 1 December of the preceding year in accordance with the instructions of the Agency Administrator. Invoices for such fees shall be sent out by the Agency Administrator not later than 1 November of each year. The Agency Administrator may apply a monetary penalty to those Agents which fail to make timely payment of the annual fee.

12.4 NON-PAYMENT OF ANNUAL FEES

12.4.1 if any Agent fails to pay the annual agency fee by 1 December, the Director General shall promptly notify the Agent in writing that its Cargo Agency Agreement will be terminated if such fee is not received by 31 December. In the event of failure to make payment by such date, or to place in the hands of the Agency Administrator by such date acceptable evidence that the required legal authority for such payment has been sought but has not yet been received, the Director General shall promptly transmit to such Agent formal notice of termination, and the Agency Administrator shall remove such Agent’s name from the Cargo Agency List, and notify all Members. Thereafter all Members which have appointed such Agent shall immediately terminate their agreement with such Agent;
12.4.2 notwithstanding anything to the contrary, where an Agent has been removed from the Cargo Agency List pursuant to Subparagraph 12.4.1 above, the Agency Administrator, upon receipt of such overdue fee from the Agent by 1 March following the 1 December due date, shall reinstate such Agent on the Cargo Agency List, provided he is satisfied that such late payment was caused by events beyond the Agent's control. Where payment is received after 1 March the Agency Administrator, provided he is satisfied that such late payment was caused by events beyond the Agent's control, may at his discretion reinstate such Agent on the Cargo Agency List. In either event, such Agent shall execute a new Cargo Agency Agreement, and may be required to pay a new application fee and/or registration fee at the discretion of the Agency Administrator, and shall then be reinstated on the Cargo Agency List;

12.4.3 termination for failure to pay an annual agency fee shall not be arbitrable by the Agent.

12.5 USE OF AGENCY FEES

Agency fees collected by the Agency Administrator on behalf of IATA will be expended by the Director General, in accordance with directives given by the Board of Governors of IATA, to administer the IATA Agency Programme.

Notwithstanding the above, an annual amount of USD15 per each IATA Accredited cargo agent shall be provided to FIATA/AFI for the purpose of supporting the global IATA/FIATA dialogue process.
RESOLUTION 813
Attachment ‘A’

TO:
Agency Administrator
Agent’s name, address and numeric code
International Air Transport Association

NOTICE OF CHANGE

Pursuant to the provisions of Section 5 of the IATA Cargo Agency Rules we hereby give notice of the following change(s) in the legal status or ownership of the above named IATA Cargo Agent (Transferor) as a consequence of contractual arrangements or negotiations:

1. Sole Proprietorship/Partnership/Corporation/other (specify) ........................................... ...........................................
2. Name(s) of owner/partners/stockholders in case of unincorporated firm ........................................... ...........................................
3. If corporation list:
   (a) issued share capital ........................................... ...........................................
   (b) names of owners stock/shares and amount of stock owned by each ........................................... ...........................................
   (c) names of all officers and directors ........................................... ...........................................
4. Effective date of future status as shown above.
5. Legal name, trading name and full address under new ownership.
6. If the answer to 5 above represents a change of name or address or both, please give details.
7. Will such change affect the management and staffing at such premises?
8. Have any of the new owners, officers (directors), managers or any individual having authorisation to act or sign on behalf of such firm been involved in bankruptcy or default proceedings? If so, give details.

The Transferor has informed the Transferee of the need to comply with the Cargo Agency Rules if the Transferee wishes to be entered on the IATA Agency Cargo List as a Registered Agent.

In accordance with one of the requirements of the Cargo Agency Rules, the Transferee hereby undertakes to accept joint and several liability with the Transferor for any outstanding obligations of the Transferor under its Cargo Agency Agreement as at the date of the transfer of ownership takes place.

Where the Transferor is employed by, or retains a financial or beneficial interest, directly or indirectly, in the Agent following the change of ownership, the undersigned Transferee knows and hereby agrees to accept responsibility for any violation by the Transferor of his Cargo Agency Agreement which may have occurred within a period of two years immediately prior to the change of ownership as if such violation were a violation of the Transferee's Cargo Agency Agreement.

Authorised signature of Agent (Transferor) ....................................................................................
Witness .................................................................................................................................

Authorised signature of Transferee ....................................................................................
Witness .................................................................................................................................
RESOLUTION 813
Attachment ‘B’

<table>
<thead>
<tr>
<th>Air Waybill Serial Number</th>
<th>Prepaid Charges</th>
<th>CHARGES COLLECT</th>
<th>OTHER PREPAID CHARGES DUE AIRLINE**</th>
<th>Agent's Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin Code</td>
<td>Weight* Charge</td>
<td>Other Charges Due Airline</td>
<td>Weight* Charge</td>
<td>Other Charges Due Agent</td>
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<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandatory Columns</td>
<td>Optional Columns</td>
<td></td>
</tr>
</tbody>
</table>

**Recapitulation**

Total prepaid charges due Airline (Cols. 2 + 3)
Total remunerable sales (Cols. 2 + 4) CCY at %
Remuneration due Agent CCY
Other charges due Agent CCY
MCO amounts CCY

NET DUE AIRLINE/AGENT CCY

*Including valuation charges **Columns A and B to specify predetermined charges, e.g. those occurring most frequently, column C to show other charges - listed vertically if more than one and identified by AWS codes set out in Resolution 600a.

***Adjustment to be used when listing on a separate sheet previously invoiced items which are being reversed and adjusted. One of the optional columns to be headed ‘Adjustment Reference’.
RESOLUTION 813zz

LATIN AMERICAN AIR CARGO PROGRAMME RULES

CAC1(41)813zz (except USA) Expiry: Indefinite (amended) Type: B

WHEREAS it is recognized that the relationship between Airlines, Agents and Forwarders within the cargo industry has significantly evolved since the creation of the original IATA Cargo Agency Programme.

WHEREAS the cargo industry recognizes the particular changing needs and circumstances evolving in the Latin American Area, comprising all Latin American countries of the Latin American region, so added to this programme by request to and authorized by the Conference.

WHEREAS it is recognized that Forwarders and Agents (collectively “Intermediaries”) and Airlines work together to provide a seamless, on-demand choice of products and services which enables shippers and producers to freely move cargo from and throughout such Latin American Area.

WHEREAS it is recognized that, in the course of everyday business, an Intermediary may routinely handle both types of transactions in its relationship with Airlines.

WHEREAS it is acknowledged, by Airlines and intermediaries alike, that an industry distribution system provides significant efficiencies and valuable standards that benefit all participants and their customers.

1. IT IS RESOLVED THAT:

1.1 The Latin American Air Cargo Programme (LAACP), covering cargo intermediary accreditation, is hereby established by the Cargo Agency Conference, to be implemented wherever there is a CASS in the Latin American region, directed jointly, as hereinafter provided, by representatives of IATA Member airlines and representatives of air freight forwarders and administered by IATA;

1.2 the LAACP seeks to secure the aims outlined in the Preamble;

1.3 each IATA Member airline shall automatically become a participant in the LAACP, once implemented, unless any Member officially notifies IATA to the contrary. Upon implementation of the LAACP, the IATA Cargo Agency Programme shall simultaneously be discontinued in the area of application;

1.4 all IATA Cargo Agents in the area covered by this Resolution automatically qualify to join the LAACP, and do so by executing the LAACP Cargo Intermediary Agreement with IATA Member airlines. That Agreement is in the form set out in Attachment ‘A’ to this Resolution. Upon execution of the Agreement, the signatory entity will be designated an IATA Cargo Intermediary;

1.5 an Agent that does not elect to join LAACP shall cease to be an IATA Cargo Agent in the area covered by this Resolution, as of the implementation date of the LAACP;

1.6 a freight forwarder who is not an IATA Cargo Agent and who wishes to become an IATA Cargo Intermediary may apply to be so designated, in accordance with the procedures and requirements set out in the LAACP Handbook, as amended from time to time by the Latin American Air Cargo Programme Joint Council (“the Joint Council”), by executing the Cargo Intermediary Agreement.

2. LATIN AMERICAN AIR CARGO PROGRAMME—JOINT COUNCIL (“THE JOINT COUNCIL”)

2.1 control of the LAACP is assigned to the Joint Council, and composed of:

2.1(i) Cargo Agency Conference Accredited Representatives or their appointed Alternate;

2.1(ii) one representative designated by each association recognized as a national forwarders association, in each country covered by this Resolution (where appropriate) or a combination of such recognized forwarders associations;

2.1(iii) ex-officio, non-voting members, the IATA Head of Cargo, the Chairman, FIATA-Airfreight Institute and the Director General of ALACAT, or the designated representative(s) of those members;

2.1(iv) in respect to (i) and (ii) above, a reasonable and equitable balance of representation should be sought, together with reasonable and practical Latin American Area geographic coverage;

2.1(v) the Council shall nominate its own Chairman. The position of Chairman shall be non-voting. In the event the Chairman is elected from voting members, an alternate voting member shall be nominated to take the voting seat vacated by the Chairman;

2.2 the Joint Council sets its rules and procedures; provided that the quorum necessary to take action shall be not less than five members of each of its two constituencies. The Chairman may authorize the presence of observers, where he deems it advantageous to the expeditious dispatch of business;

2.3 the Joint Council actions are in the form of decisions made by a majority present of each of the two constituencies;
2.4 the Joint Council shall normally hold meetings with members physically present, not less than twice annually; provided that other meetings, including meetings conducted via telecommunications, shall be permissible;

2.5 IATA shall provide adequate Secretariat support for meetings of the Joint Council, and shall ensure that all agendas and reports are circulated to all Cargo Agency Conference Accredited Representatives;

2.6 to facilitate its work, the Joint Council shall be empowered to set up such temporary and permanent groups, as it deems appropriate.

3. JOINT COUNCIL RESPONSIBILITIES
The Joint Council shall be responsible for developing, managing and marketing of the LAACP.

3.1 The Joint Council shall determine objective criteria for the registration of Intermediaries in the Latin American Area. This shall include, but not be limited to:
— financial standing
— standards of staff competence, experience and knowledge of air cargo products
— suitability of premises
— suitability of cargo handling and processing equipment
— products and services

3.2 The Joint Council shall publish the LAACP Handbook, which shall contain the working procedures, rules and standards for maintaining an integrated distribution system, applicable to all participants in the LAACP.

3.3 The contents of the Handbook shall incorporate relevant Resolutions applicable to Intermediaries, supplemented by such other material, as the Joint Council considers necessary and desirable, in the light of industry developments.

3.4 The Joint Council is not authorised to change or ignore Resolutions.

3.5 The Joint Council may consider all other aspects of the LAACP in the Latin American Area and accordingly make proposals to the Conference.

3.6* Changes to relevant Procedure Conference Resolutions shall require the support and consensus of the Joint Council before being implemented in the region covered by this programme.

3.7 The Joint Council shall determine the LAACP participant’s fees, in consultation with the Director General. The LAACP shall be self-funding and not-for-profit.

3.8 The Joint Council shall nominate an LAACP Ombudsman in accordance with the procedures contained within the Handbook, and the Ombudsman shall be appointed in accordance with IATA’s procedures applicable for appointment of the Cargo Agency Commissioner.

4. LATIN AMERICAN AIR CARGO PROGRAMME DIRECTORY

4.1 The Joint Council shall compile, publish and keep current, the Latin American Air Cargo Programme Directory (‘The Directory’), listing all participant IATA Air Freight Forwarders and Airlines, with all relevant and useful particulars of those listed, as decided by the Joint Council.

4.2 The Directory shall be used as a means of actively promoting the interests of the participants listed in it and to the shipping public at large.

5. IMPLEMENTATION OF THE LATIN AMERICAN AIR CARGO PROGRAMME

5.1 The Joint Council shall be responsible for the implementation of the LAACP throughout the Latin American Area.

6. RULES AND PROCEDURES
The relationship between Members and IATA Cargo Intermediaries is governed by the rules and procedures adopted by the Conference and published in the Attachments and Appendices to this Resolution.

* Note: Inclusion of Cargo Services Conference Resolutions in Para. 3.6 shall not come into effect unless and until delegated authority is adopted by the Cargo Services Conference.
RESOLUTION 813zz
Attachment ‘A’

CARGO INTERMEDIARY AGREEMENT

RESOLVED that, the following form of Cargo Intermediary Agreement is adopted for use by participants in the Indian Air Cargo Programme, with an implementation date to be announced by the Agency Administrator:

LATIN AMERICAN AIR CARGO PROGRAMME—FORM OF INTERMEDIARY AGREEMENT

AN AGREEMENT made this ________________ day of _____________, 20__

BETWEEN each IATA Member airline (‘the Carrier’), represented by the Director General of IATA (‘the Director General’) acting for and on behalf of the Carrier,

AND ___________ (‘the Agent’ in Part I, ‘the Forwarder’ in Part II, and ‘the Intermediary’ in Part III of this Agreement), having its principal office at ___________ with respect to the promotion of global logistic services, the sale of international air cargo transportation (‘airfreight’) and/or the handling and delivery to the Carrier of cargo consignments.

WHEREAS:

The commercial environment in which both cargo agents and freight forwarders operate in Latin America is one that requires an agreement form reflecting an increased role for freight forwarders;

the Parties recognise the need for an agreement that reflects the characteristics of the Latin America air cargo market;

the Carrier and the Intermediary (sometimes jointly called ‘the Parties’) undertake to give a high priority to applying electronic commerce in accordance with IATA standards and procedures. Such electronic commerce will facilitate the identification of consignments, and the tracking, tracing and settlement requirements of the Parties and accelerate the introduction of necessary procedures with other competent entities to the benefit of the mutual customers;

the Director General has provided the Parties with a copy of the LAACP Handbook (herein after called ‘the Handbook’). It contains the rules, regulations, IATA Conference Resolutions, instructions and procedures applicable to the Parties’ actions under the present Agreement. Amendments to the Handbook shall be provided to the Parties. The date of effect of such amendments shall be determined by the Joint Council, but not earlier than 30 days after their despatch from IATA. The amendments shall be deemed to be incorporated herein. The provisions of the Resolutions, and other material as determined by the Joint Council, contained in the Handbook are binding upon the Parties and each current release of the Handbook shall be incorporated by reference into this Agreement and forms an integral part of this Agreement;

the Parties acknowledge that they have received a copy of the current edition of the Handbook and have acquainted themselves with the contents thereof;

this Agreement does not prevent either of the Parties from using other distribution channels or methods, either with carriers or intermediaries or with shippers directly and does not purport to impose exclusivity of dealings on the Parties.

WHEREBY IT IS AGREED AS FOLLOWS:

Definitions of Terms used in this Agreement

Air Waybill: the document of carriage as defined in Resolution 823. For the purpose of this agreement, references to Air Waybill shall also include electronic shipment record.

Latin American Air Cargo Programme (‘LAACP’): the Latin American air cargo distribution system managed by IATA in support of the present Agreement.

Latin American Air Cargo Programme Directory (‘the Directory’): is the official list of all Intermediaries participating in the LAACP.

Latin American Air Cargo Programme Joint Council (‘Joint Council’): is the body composed of airline and airfreight forwarder nominees, charged with the overall responsibility for running the LAACP, pursuant to IATA CAC Resolution 813zz.

Latin American Air Cargo Programme Operations Handbook (‘the Handbook’): the manual published under the auspices of the LAACP by the Joint Council. It contains the rules, regulations, IATA Conference Resolutions, instructions and procedures applicable to the Parties’ actions under the present Agreement and is revised and reissued as required.

Agent: in the context of this agreement, an Intermediary who acts on behalf of a Carrier in the conducting of Air Waybill transactions in accordance with Part I of the Agreement.

Forwarder: in the context of this agreement, an Intermediary which issues air waybills on a principal to principal basis, in accordance with Part 2 of this agreement, and which reflects its LAACP registered company name in both the Shipper and Agent boxes on the air waybill. Such designation within the LAACP does not imply compliance with national government licensing requirements.

Intermediary: in the context of this agreement, a generic term for both Agent and/or Forwarder.
PART I. AGENCY RELATIONSHIP

Purpose of this Part I of the Agreement

The purpose of this Part I of the Agreement is to set out the contractual terms, which are specific to the Carrier/Agent relationship. The provisions of this Agreement shall apply to all Air Waybills completed by the Intermediary in its capacity as agent for the Carrier ("Agent").

1. EXECUTION

1.1 The terms of this Agreement, including any amendments hereto, shall have the same force and effect on the relationship between the Carrier and the Agent, once created, as though both were named herein and both had subscribed their names as Parties hereto;

1.2 this Agreement shall become effective between the Agent and a Carrier upon appointment of the Agent by such Carrier in accordance with the provisions of the Handbook. A Carrier may appoint the Agent by means of individual appointment or by general concurrence.

2. AGENT'S AUTHORITY

2.1 The authority of the Agent to represent the Carrier and its products and services under this Agreement shall be specifically limited to that expressly granted herein;

2.2 subject to the provisions of this Agreement, the Agent shall represent the Carrier in the sale of airfreight, other than mail, over the services of the Carrier and when authorised by the Carrier, over the services of other air carriers with which the Carrier has an interline agreement;

2.3 with respect to the Carrier's aircraft or route by which any consignment is to be transported and as to any service to be furnished by the Carrier, the Agent shall make only such representations as are authorised in this Agreement or as may thereafter be authorised by the Carrier in writing;

2.4 the Agent may represent itself on letterheads, advertising, telephone listings and classifications, office signs, and otherwise as an 'Agent', 'Cargo Agent', or 'IATA Cargo Agent', representing the Carrier, but shall not use any other designation which would indicate or imply in any way that its office is an office of the Carrier.

3. OBLIGATIONS OF AGENT TOWARDS THE CARRIER

3.1 The Agent shall make known and shall promote the services of the Carrier in every way reasonably practicable, including the use of display, promotional or publicity material that the Carrier may supply;

3.2 if the Agent accepts goods for carriage by air without the Carrier(s) being specified, the Agent shall be liable for loss of or damage to such goods until they have been delivered to and accepted by the Carrier.

4. OBLIGATIONS OF CARRIER TOWARDS THE AGENT

The Carrier shall furnish the necessary information and documentation to enable the Agent to fulfil its undertaking, that the completion of Carrier's Air Waybills and handling of consignments performed under this Agreement by the Agent, or by its officers or employees, shall be in strict compliance with the rates, rules and conditions applicable to such cargo transportation, as published in the Carrier's Conditions of Carriage or in its tariffs, timetables, notices, instructions or elsewhere unless otherwise agreed in writing between the Parties.

PART II. AIRFREIGHT FORWARDER RELATIONSHIP

Purpose of this Part II of the Agreement and Effectiveness

The purpose of this Part II of the Agreement is to set out the mutually-agreed framework of working relations between the Carrier and the Forwarder, so they may provide the shipper with a complete and integrated service. A contractual relationship between the Forwarder and the Carrier is hereby created.

Furthermore, the provisions of this Agreement shall apply to the Intermediary acting as Forwarder. Upon coming into effect, this Agreement, including any amendments thereto, shall have the same force and effect between the Carrier and the Intermediary acting as Forwarder as though they were both named herein and had both subscribed their names as parties hereto.

1. SCOPE OF MUTUAL REPRESENTATION

This Part II covers those airfreight transactions where the Parties contract with each other as between principals. In such transactions, the Forwarder's name appears in both the Shipper box and the Agent box of the Air Waybill and the Forwarder does not act as agent for the Carrier.

2. FORWARDER'S AUTHORITY

2.1 Subject to the provisions of this Agreement, the Airfreight Forwarder shall be entitled to tender goods to any Carrier from whom it has received air waybills or air waybill serial numbers, provided the freight is documented and Ready for Carriage, in accordance with the Handbook or the Carrier's specific instructions;
2.2 the Forwarder may represent itself as a Forwarder, Cargo Forwarder, or IATA Cargo Forwarder authorised to use the services of the Carrier, but shall not indicate or imply in any way that its office is an office of the Carrier;

2.3 the Forwarder may consolidate consignments on behalf of a number of different shippers and tender them to the carrier as one single consignment.

PART III. GENERAL PROVISIONS

Purpose of this Part III of the Agreement

The purpose of this Part III of the Agreement is to set out the general provisions applicable to both Agent and Forwarder as intermediaries (generally called “Intermediary”) as specified in Parts I and II of this Agreement.

1. RULES, RESOLUTIONS AND PROVISIONS INCORPORATED IN THIS AGREEMENT

1.1 The terms and conditions governing the relationship between the Parties, as set out herein, are to be understood in the context of the contents of the LAACP Handbook, which are incorporated by reference into this Agreement and made part hereof;

1.2 if not defined herein, the terms and expressions used in this Agreement shall, unless the context otherwise requires, have the meanings respectively provided in the Handbook. In the event of any conflict, contradiction or inconsistency between specific provisions of this Agreement and any provisions incorporated by reference, the specific provisions of this Agreement shall prevail;

1.3 the Parties shall observe all laws and regulations applicable to acts performed by them under this Agreement.

2. SECURITY MEASURES

The Parties shall adhere to security control measures as prescribed by the responsible authority(ies), and shall adhere to any other measures that may be required under the applicable IATA Resolutions.

3. DANGEROUS GOODS

The Intermediary shall not accept for delivery to a Carrier, or tender to the Carrier a shipment consisting of or containing a commodity classified as a Dangerous Goods (as defined in the current IATA Dangerous Goods Regulations), unless the commodity is properly described by name and is packed, marked and labelled and is in proper condition for carriage by air according to those Regulations, and is accompanied by a Certificate in the IATA agreed form stating that the commodity is properly described by name and is packed, marked and labelled and is in proper condition for carriage by air. The Certificate shall be signed by the person responsible for packing, marking and labelling. The Intermediary or the staff employed by the Intermediary may sign such declaration if he has been authorised by the shipper to act on his behalf to undertake shipper's responsibilities in the preparation, packing, marking and labeling of the consignment and has been trained as required in subsection 1.5 of the applicable IATA Dangerous Goods Regulations.

4. THE AIR WAYBILL

4.1 The Carrier may supply Air Waybills or Air Waybill serial numbers for neutral issuing systems to the Intermediary;

4.2 where the Carrier authorises the Intermediary to execute Air Waybills supplied by it in connection with the sale of airfreight offered by any other air carrier, the Carrier shall provide such authorisation to the Intermediary in writing;

4.3 when issuing the Carrier’s Air Waybills, electronic shipment records and related documents, the Intermediary undertakes that the information entered by the Intermediary is correct;

4.4 the Intermediary shall be responsible for the safe custody and care of Air Waybills and Air Waybill serial numbers supplied to the Intermediary for use in an electronic environment, which the Intermediary may use for the sale of airfreight under this Agreement while they are in the Intermediary’s possession, and shall be responsible to the Carrier for any damage, loss or expenses suffered by the Carrier as a result of the use or misuse of such Air Waybills or Air Waybill serial numbers by the Intermediary;

4.5 the Intermediary acknowledges that Carrier's Air Waybills and Air Waybill serial numbers supplied to the Intermediary for use in an electronic environment are and remain the sole property of the Carrier during the period that they are in the custody of the Intermediary, and the Intermediary acknowledges and agrees that it has no proprietary right to such documents or Air Waybill serial numbers. The Carrier may at any time at its sole discretion require that the Intermediary return such Air Waybills and Air Waybill serial numbers and the Intermediary agrees to surrender them forthwith to the Carrier, furthermore, the Carrier may, at any time at its sole discretion, require the Intermediary to cease and desist from issuing Neutral Air Waybills in the Carrier's name;

4.6 the Intermediary shall not execute an Air Waybill until having received the complete consignment to be transported under such Air Waybill;

4.7 the Intermediary shall not execute an Air Waybill supplied by the Carrier in connection with the sale of airfreight offered by any other air carrier unless the Carrier has so authorised the Intermediary in writing;

4.8 after acceptance of the consignment, the Carrier shall not in any manner vary or modify the terms and conditions of the underlying Conditions of Contract in respect of the consignment.
5. OPERATIONAL PROCESSES

5.1 the Carrier shall advise the Intermediary of the locations designated by it for general acceptance or airfreight;

5.2 the Intermediary undertakes that the completion of the Carrier's Air Waybills and handling of consignments performed under this Agreement by the Intermediary or by its officers or employees, shall be in strict compliance with the rates, rules and conditions applicable to such transportation, as published in the Carrier's Conditions of Carriage or in its tariffs, timetables, notices, instructions or elsewhere, unless otherwise agreed in writing between the Parties;

5.3 the Intermediary shall not in any manner, vary or modify the terms and conditions set forth in any documents or instructions of the Carrier;

5.4 if the Intermediary, when acting as a Cargo Agent, accepts goods for carriage by air without the carrier(s) being specified, the Intermediary shall be liable for loss of or damage to such goods until they have been delivered to the Carrier;

5.5 the Carrier shall, upon presentation of its Air Waybills, properly executed by the Intermediary, and upon surrender of the Carrier's copies of such Air Waybills, accept the consignments therein described for transportation by the Carrier. The Carrier undertakes to provide or arrange for transportation of such consignments to the destination, as indicated on the Air Waybill, in the most effective manner.

6. READY FOR CARRIAGE

6.1 The Intermediary shall ensure that consignments are delivered to the Carrier at any location designated by the Carrier for general acceptance of all consignments, properly packed, marked, documented, addressed and labelled, in accordance with the Carriers specific instructions and the applicable IATA Traffic Conference Resolutions, so as to be Ready for Carriage;

6.2 the Intermediary shall transmit to the Carrier such specific requests or in connection with each consignment, as may be proper to enable the Carrier to render efficient service to its customers; provided that any such requests or particulars transmitted by electronic means shall be in conformity with industry standards and procedures as determined and published by IATA;

6.3 all shipments tendered by the Intermediary to the Carrier, unless otherwise agreed, shall be tendered subject to the Conditions of Carriage of the Carrier or Carriers concerned applicable to such transportation and to the tariffs, rules, regulations and instructions governing the sale and use of such transportation in force at the time of tender and presentment for carriage as published in the Carrier's tariffs, timetables, notices and elsewhere, or as otherwise agreed;

6.4 the Intermediary shall request reservation of cargo space only as required by the applicable tariffs and other instructions provided from time to time by the Carrier. If so instructed by the Carrier, the Intermediary shall secure confirmation from the Carrier that a definite reservation has been made before preparing an Air Waybill for carriage over the routes of the Carrier or of other air carriers;

6.5 the Intermediary shall conduct its activities in all of its offices only under the name as set forth in this Agreement, as registered with IATA and as it appears in the Directory. The Intermediary shall abide by the terms, representations and conditions in any application or undertaking made by it to IATA for the purpose of causing IATA to list or publicly endorse it. The Intermediary shall notify, in a timely manner, IATA on behalf of the Carrier of any change in material information supplied in the application or undertaking;

6.6 the Intermediary undertakes to maintain at all places where it makes airfreight Ready for Carriage the premises, staff and equipment required, as specified in the Handbook.

7. MONIES DUE BY THE INTERMEDIARY TO THE CARRIER—REMITTANCE AND FINANCIAL CRITERIA

7.1 The Intermediary shall be obliged to pay to the Carrier monies due to the Carrier, whether or not the Intermediary has been paid such monies;

7.2 the Carrier may, subject to applicable currency regulations, designate the currencies in which remittances are to be made;

7.3 the Intermediary shall remit to the Carrier such monies, in accordance with the provisions in the Handbook. Unless otherwise instructed in writing by the Carrier, the Intermediary shall be entitled to deduct from remittances the applicable commission/remuneration to which it is entitled hereunder;

7.4 the Parties shall refrain from providing CASS data that is proprietary information of the other Party to any Person not participating in that CASS, without prior authorisation from the Director General. Where it is authorised that data may be made available to third parties, but only in such a manner that data specific to the Intermediary and/or the Carrier cannot be identified, unless the Parties agree to such identification.

8. COMMISSION/RENUMERATION

Commission and/or Remuneration for business conducted under Part I and Part II of this Agreement, is a matter arranged bilaterally between the Parties.

9. INSURANCE

9.1 The Carrier shall maintain adequate insurance arrangements, where available, to cover its legal liabilities under this Agreement;
9.2 The Intermediary shall maintain adequate insurance, where available, to cover its legal liability under this Agreement.

10. DISPUTES AND ARBITRATION

Any dispute arising between the Intermediary and the Carrier involving the interpretation of this Agreement or mutual performance there under by the Parties may be referred to binding arbitration for resolution, in accordance with the arbitration procedures referred to in the Handbook. If any matter is to be reviewed by arbitration pursuant to the provisions in the Handbook, the Parties hereby submit to arbitration in accordance with such rules and agree to observe the procedures therein provided and to abide by any arbitration award made there under.

11. CLAIMS

11.1 The Carrier shall expeditiously process claims raised by the Intermediary, in accordance with the Carrier's Conditions of Carriage, National Law and the Warsaw Convention or Montreal Convention as applicable.

11.2 in order to protect any right of the Carrier to defend against any claim for damage, loss or delay of cargo:

11.2(a) since a claim received by the Intermediary, when acting as Agent, is deemed to be received by the Carrier when received by the Agent, the Intermediary must immediately notify the Carrier in writing of such claim, or as soon as reasonably practicable, in accordance with the timeframes as may be published in the Carrier's Conditions of Carriage or its Tariffs;

11.2(b) the Intermediary, when acting as Forwarder, shall immediately notify the Carrier in writing of such claim. For claims received by the Intermediary when acting as Forwarder, within the timeframes detailed below:

11.2(b)(i) for visible damage or other damage to goods, fourteen (14) days from receipt of the goods by the person entitled to receipt;

11.2(b)(ii) for delay of goods, within twenty-one (21) days from the date of goods are placed at the disposal of the person entitled to receipt;

11.2(b)(iii) for non-delivery of goods, within one hundred and twenty (120) days from the date of the issue of the air waybill; the Carrier will accept notice from the Forwarder within seventy-two (72) hours following these timeframes, and will be deemed to have received such claim within the above-mentioned timeframes;

11.3 where the Carrier has appointed a subcontractor to perform one or more of the Carrier's obligations hereunder, it shall be fully liable for all actions taken by such subcontractor on behalf of the Carrier and the Carrier hereby agrees that the subcontractor's place of business is the place of jurisdiction in respect of any claims by the Intermediary against the Carrier.

12. GENERAL INDEMNITIES AND WAIVER

12.1 The Intermediary recognises that the Carrier, and IATA, are required under the Indian Air Cargo Programme to issue notices, give directions, and take other action under the Programme, including in the circumstances therein provided, giving notices of irregularity and default, notices of alleged violations, and notices of grounds for removing an Intermediary from the Directory or for reprimanding an Intermediary. The Intermediary hereby waives any and all claims and causes of action against the Carrier and IATA, and against any of their officers and employees for any loss, injury or damage (including damages for libel, slander, or defamation of character) arising from any act done or omitted in good faith in connection with the performance of any of their duties or functions under the Indian Air Cargo Programme and indemnifies them against any such claims by the Intermediary's officers or employees;

12.2 the Carrier agrees to indemnify and hold harmless the Intermediary, when acting as Agent, its officers and employees from liability for any injury, loss or damage arising in the course of transportation or other ancillary services provided by the Carrier pursuant to a sale made by the Intermediary hereunder or arising from the failure of the Carrier to provide such transportation or services, except to the extent that such injury, loss or damage is caused or contributed to by the Intermediary, its officers or employees;

12.3 the Intermediary when acting as Agent, agrees to indemnify and hold harmless the Carrier, its officers and employees from liability for any loss, injury, or damage arising from any negligent act or omission, or willful misconduct of the Intermediary, its officers or employees, in performing or in breach of this Agreement, except to the extent that such injury, loss or damage is caused or contributed to by the Carrier, its officers or employees.

13. PROGRAMME FEES

The Parties shall pay to IATA, programme fees in the amount and within the time prescribed by the Joint Council, in accordance with the Latin American Air Cargo Programme.

Notwithstanding the above, an annual amount of USD15 per each IATA Accredited cargo agent shall be provided to FIATA/AFI for the purpose of supporting the global IATA/FIATA dialogue process.

14. TRANSFER, ASSIGNMENT, CHANGE OF LEGAL STATUS, OWNERSHIP, NAME OR ADDRESS

14.1 This Agreement, and the right to any remuneration payable hereunder shall not be assigned or otherwise transferred, in whole or in part, by the Intermediary to any other Person;
14.2 in the event that the Intermediary proposes to effect any change(s) in its legal status, ownership, name and/or address (within the meaning of these expressions as used in the Handbook), the Intermediary undertakes to comply with the procedures as set forth in the Handbook.

15. NOTICES

15.1 All notices to be sent under this Agreement from the Carrier or from the Director General to the Intermediary or from the Intermediary to the Carrier, or to the Director General, shall be sufficient if sent by any means that provides proof of dispatch or receipt, addressed, as appropriate to;

15.1.1 the Chief Executive Officer at the principal office of the Intermediary;
15.1.2 the Accredited Representative at the head office of the Carrier;
15.1.3 the Director General at the address shown in this Agreement, which address may be changed by notice given in writing to the Intermediary by the Director General.

16. APPLICABLE LAW

This Agreement shall in all respects be governed by and interpreted in accordance with the law of the [country to be inserted] (“the Specified Country”). In the event of conflict between the contents of any provision of this Agreement and such law, the law of the Specified Country shall prevail.

17. TERMINATION

17.1 This Agreement may be terminated without prejudice to fulfillment by the Parties of all obligations accrued prior to the date of termination;

17.1.1 at any time by not less than 15 days notice in writing by either of the Parties to the other;
17.1.2 immediately, in the event the Intermediary is removed from the Directory in accordance with the provisions in the Handbook.

18. ACTION TO BE TAKEN CONSEQUENT TERMINATION

Upon termination of the Agreement, the Intermediary shall immediately return all unused Air Waybills held and cease using all Air Waybill serial numbers assigned, and effect immediate settlement of all monies due and payable under the terms of this Agreement, substantiated by complete and satisfactory accounting therefore. The Intermediary shall be liable for any loss or damage suffered by the Carrier arising out of the loss or misuse by the Intermediary of such Air Waybills, or the misuse by the Intermediary of any Air Waybill serial numbers supplied to the Intermediary for use in an electronic environment, which were in the possession of the Intermediary at the termination of the Agreement and were not duly surrendered.

19. SEVERABILITY

If any provision of this Agreement is held to be illegal or invalid, this shall not have the effect of invalidating the other provisions, which shall accordingly remain binding and effective between the Parties.

20. OTHER AGREEMENTS SUPERSEDED

This Agreement shall supersede any and all prior similar agreements between the Parties, without prejudice to such rights and liability as may exist at the date hereof.

21. DURATION

This Agreement shall be of indefinite duration and may be terminated in accordance with the relevant provisions set out herein.

SIGNED BY
Director General of the International Air Transport Association, acting as agent for the Carriers referred to in the preamble hereto.

By________________________  
(Authorised Representative)

(Signature)

(Name, typed or printed)

SIGNED BY
The Authorised Person on behalf of the Intermediary Name & Address 

By________________________  
(Authorised Representative)

(Signature)

(Name, typed or printed)

(Capacity)

WITNESS

__________________________
(Signature)

(Name, typed or printed)
**Note:** When in accordance with local law, execution of this Agreement requires the signatures of the parties to be witnessed, or notarised, such formalities must be accomplished. The space below may be used for that purpose.

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**RESOLUTION 813zz**

**Attachment ‘B’**

**Contents**

- **SECTION 1**—CRITERIA FOR REGISTRATION AND RETENTION
- **SECTION 2**—PROCEDURES
- **SECTION 3**—CONDITIONS FOR PAYMENT OF COMMISSION
- **SECTION 4**—MEASURES AFFECTING AN INTERMEDIARY’S STANDING
- **SECTION 5**—CHANGE OF OWNERSHIP, LEGAL STATUS, NAME OR ADDRESS
- **SECTION 6**—REVIEW BY ARBITRATION
- **SECTION 7**—INTERMEDIARY FEES
- **SECTION 8**—AIR WAYBILL TRANSMITTALS, BILLINGS, REMITTANCES AND COLLECTIONS, IRREGULARITIES
- **APPENDIX 1**—NOTICE OF CHANGE
- **APPENDIX 2**—DANGEROUS GOODS: NON HANDLING DECLARATION
Section 1—Criteria for Registration and Retention

Any Person in possession of the appropriate official licenses, where required, may become an IATA Cargo Intermediary in the country where such Person conducts business by making an application to the Agency Administrator and by meeting the requirements and criteria set forth in the Latin American Air Cargo Programme Handbook. Such requirements and criteria must continue to be met to ensure retention as an IATA Cargo Intermediary (in which event, the term ‘applicant’ where used in this Section shall be understood to include an IATA Cargo Intermediary). When there are reasons to believe that an IATA Cargo Intermediary does not continue to meet such requirements and criteria, the Agency Administrator shall on his own initiative, or may, at the request of any Member, initiate a review of the Intermediary by the LAACP Agency Commissioner.

1.1 MINIMUM STAFF REQUIREMENTS WHERE AIR CARGO IS MADE READY FOR CARRIAGE

The applicant shall employ full-time persons competent and qualified to provide the services and handling functions described in the Latin American Air Cargo Programme Handbook so that a minimum of one person is present at all places where air cargo is made ready for carriage whenever such places are open for business. The applicant must supply evidence that a minimum of two persons meet the Dangerous Goods and General Cargo training requirements and that such persons:

1.1.1 hold the IATA Introductory Course Diploma or have completed an equivalent course offered by an IATA Member, a FIATA member whose course has been accredited by the Air Freight Institute of FIATA (AFI) or any other course acceptable to the Council offered by an airline, commercial organisation, or training institute; provided that any Intermediary which does not meet this requirement shall demonstrate that its staff includes at least two full-time competent persons with not less than 2 years’ experience in providing air cargo services.

1.1.2 at the time of application and at all times subsequent to registration, two persons must hold a valid certificate, issued within the previous two years, or within such other period as may be specified by the competent local authority, attesting to the bearer’s having followed a recognised training course in Dangerous Goods Acceptance and passed a written examination based on that course;

for the purpose of this Resolution, a recognised training course means:

1.1.2(a)(i) the IATA Dangerous Goods Course;

1.1.2(a)(ii) a Member’s course of formal instruction in Dangerous Goods Acceptance;

1.1.2(a)(iii) a course of formal instruction offered by a training establishment, which has been appraised and endorsed by IATA as an Accredited Training School (ATS);

1.1.2(a)(iv) a course offered by a training organization which has been appraised and endorsed by the regulatory Authority responsible for the country provided that they meet IATA Dangerous Goods Board established criteria.

1.1.2(a)(v) the FIATA Dangerous Goods Training Course.

1.1.2(b) provided, that all the above training courses shall, where required in the country of registration of the applicant, also be approved in advance by the governmental agency responsible for regulating Dangerous Goods matters in that country;

1.1.2(c) failure to renew the certificate of Dangerous Goods course of training by a date specified by the Agency Administrator, with the result that the Intermediary no longer fulfils the conditions of this Subparagraph, shall be grounds for the Agency Administrator to remove the Intermediary from the Directory;

1.1.3 in addition to the stated Dangerous Goods Acceptance training requirements, all persons assigned by the applicant to handle any consignments and/or make them ready for carriage shall have completed a Dangerous Goods Awareness course in accordance with national governmental agency and/or ICAO requirements.

1.1.4 Notwithstanding Paragraphs 1.1 through 1.1.2c an applicant may apply to be registered as an IATA Intermediary (non-Dangerous Goods Handler) provided it complies with all other accreditation criteria and has submitted declaration Attachment ‘B’ Appendix 2 confirming that it shall not accept nor make ready for carriage any consignment containing Dangerous Goods.

1.2 FINANCIAL REQUIREMENTS

1.2.1 Financial Standing

Applicants shall submit financial statements which shall consist of a current certified Profit and Loss Statement and Balance Sheet, independently produced and prepared in accordance with local accounting practices.

All IATA Cargo Intermediaries participating in the Latin American Air Cargo Programme will participate in the CASS Settlement Monitoring Scheme (CSMS) and will be assigned an CASS Settlement limit in accordance with the rules and procedures published in the Handbook.

Applicants should indicate the level of credit required in CASS in which it proposes to participate.
The financial position of an Intermediary and/or its level of credit shall be subject to annual review by the Agency Administrator and the Intermediary may be required to:

1) Furnish documents specified in the Handbook, deemed necessary to conduct such review
2) Renew by the expiry date any financial guarantee or bond
3) Adjust the level of any financial guarantee or bond

Failure to comply with the above and/or with the financial requirements contained within the Handbook shall constitute grounds for the Agency Administrator to suspend the Intermediary from CASS, and to initiate a review by the Ombudsman.

1.2.2 notwithstanding the provisions contained within paragraphs 1.2.1, an Intermediary may satisfy the requirement to provide additional financial support through the provision of any type of security accepted by the Agency Administrator from time to time.

1.3 PROMOTION, SELLING AND/OR HANDLING
the applicant must meet the requirements published in the Handbook regarding office location and liability insurance.

1.4 PROCESSING OF CONSIGNMENTS
the applicant must have premises, staff and equipment meeting the criteria established by the Council and published in the Handbook, for the performance of the operational functions.

1.5 LICENSE TO TRADE AND OTHER NATIONAL LEGAL REQUIREMENTS
where officially required, the applicant must be in possession of a valid license to trade and meet any other national legal requirements in the country of operation. Suspension or withdrawal of this license shall constitute grounds for the Agency Administrator to suspend the Intermediary from CASS and to initiate a review by the Ombudsman.

1.6 NAME
restrictions on an applicant's business name, if any, will be contained in the Handbook. However, the applicant must not have a name which is the same as, or misleadingly similar to that of an IATA Member or IATA, nor should its place of business be identified as an office of an airline.

1.7 ETHICAL BUSINESS PRACTICES
the applicant, its managerial staff or its principal stockholders (or persons for whom they act as nominees), directors or officers or managers shall not have been found guilty of willful violations of fiduciary obligations incurred in the course of business, nor be undischarged bankrupts. Further requirements, if introduced by the Latin American Joint Council, will be published in the Handbook.

1.8 PRIOR DEFAULT
restrictions regarding an applicant who has previously been or is currently associated with a defaulting Agent, Associate or Intermediary will be published in the Handbook.

However, no person shall be registered or retained as an Intermediary if anyone who is a Director or who holds a financial interest or a position of general management in the applicant, is also holding or has held similar positions in an Intermediary which:

1) currently under notice of default and has outstanding debts still owing to Members or its debts have been met solely or in part by recourse to a financial bond or guarantee, or
2) has been removed from the Agency List and has outstanding debts still owing to Members, or its debts have been met solely or in part by recourse to a financial bond or guarantee,
3) provided that the applicant may nevertheless be approved if the Agency Administrator is satisfied that such person did not participate in the acts or omissions that caused such removal or default or if he is satisfied that the applicant can be relied upon to comply with the terms of the Cargo Intermediary Agreement, these Rules and other Resolutions of the Conference.
Section 2—Procedures

Upon request, the Agency Administrator shall supply each prospective applicant with an application form and a copy of the Latin American Air Cargo Programme Handbook (at a nominal charge) containing these Rules and other relevant information and guidance.

2.1 APPLICATION FOR REGISTRATION

An applicant which wishes to be included in the Latin American Air Cargo Programme Directory shall apply to the Agency Administrator who is empowered to register the applicant or to reject the application in accordance with the registration criteria agreed by the Joint Council and published in the Handbook.

2.2 FORM OF APPLICATION—PROCESSING

2.2.1 The submitted application shall be accompanied by such financial and other documents together with appropriate fees as set forth in the Handbook:

2.2.2 Upon receipt, the Agency Administrator shall promptly consider whether such application is complete. If any of the required information or fees have not been included with the application, the Agency Administrator shall so inform the applicant;

2.2.3 If the Agency Administrator finds the application complete, he shall notify Members and publish details of the Intermediary;

2.2.4 The Agency Administrator shall arrange for at least one independent inspection report to assist him in determining whether the applicant meets the qualifications necessary to become an IATA Cargo Intermediary;

2.2.5 The Agency Administrator shall consider each application and supporting information and any other information brought to his attention and decide if the applicant meets the qualifications to become an IATA Cargo Intermediary;

2.2.6 The applicant shall be notified promptly in writing of the Agency Administrator’s approval, and in the event of rejection, shall be given clear reasons why the application failed;

2.2.7 A rejected applicant may request reconsideration of the decision by the Agency Administrator or may invoke the procedures for review of the Agency Administrator’s action by the Ombudsman;

2.3 ACTION FOLLOWING REGISTRATION OF APPLICANT

2.3.1 If the Agency Administrator determines that the applicant has shown that it meets the qualifications, he shall enter it in the Latin American Air Cargo Programme Directory;

2.3.2 The Director General, acting on behalf of Members desiring to appoint an Intermediary shall execute a Cargo Intermediary Agreement with each Person registered as an Intermediary in accordance with these Rules. The Agency Administrator shall promptly notify all Airlines of the names of parties executing Cargo Intermediary Agreements and the dates of such Agreements;

2.3.3 The Agency Administrator shall maintain, publish and circulate from time to time, an Latin American Air Cargo Programme Handbook containing these Rules and other relevant information and guidance.

2.4 APPOINTMENT OF INTERMEDIARY

2.4.1 Manner of Appointment

A Member may appoint an Intermediary, which is in the following manner:

2.4.1.1 By depositing with the Agency Administrator a statement of general concurrence for the appointment of all Intermediaries. The Agency Administrator shall from time to time publish in the Latin American Air Cargo Programme Handbook, a list of Members having deposited such a statement of general concurrence;

2.4.1.2 Alternatively, a Member may inform such Intermediary, in writing with copy to the Agency Administrator, that such Member specifically concurs in its appointment as an Intermediary;

2.4.2 Effective Date

Such appointment(s) shall be effective as follows:

2.4.2.1 As to those Members who have deposited a statement of general concurrence, immediately upon inclusion of the Intermediary in the Latin American Air Cargo Programme Directory, or as from the date the statement is deposited if such date is subsequent to that of the Intermediary’s inclusion in the Latin American Air Cargo Programme Directory,

2.4.2.2 As to any other Member, as of the date stated as the effective date in such Member’s specific concurrence, which shall not be earlier than the date when the Intermediary was included in the Latin American Air Cargo Programme Directory.

2.5 TERMINATION OF INDIVIDUAL APPOINTMENT

Any Member having appointed an Intermediary may cancel such appointment by so notifying the Intermediary in writing with copy to the Agency Administrator.
2.6 DELIVERY OF AIR WAYBILLS BY MEMBERS

the provision of Air Waybills shall be at the option of the Member. The Member may, also at its option, authorise the Intermediary to issue on the Member's behalf, Neutral Air Waybills in conformity with the provisions of Resolution 600a.

2.7 REVIEW OF MEMBER'S INDIVIDUAL DECISION

2.7.1 notwithstanding the provisions of Paragraphs 2.4, 2.5 and 2.6 of this Section, an Intermediary which considers itself aggrieved by the decision of a Member:

2.7.1.1 To refuse to appoint such Intermediary, or
2.7.1.2 to withdraw its appointment of such Intermediary, or
2.7.1.3 to refuse to:
2.7.1.3(a) supply the Intermediary with stock of its Air Waybills, or
2.7.1.3(b) authorise the Intermediary to issue Neutral Air Waybills on its behalf, or
2.7.1.4 to withdraw:
2.7.1.4(a) its Air Waybill stock from the Intermediary, or
2.7.1.4(b) its authorisation to the Intermediary to issue Neutral Air Waybills on its behalf.

2.7.2 with the result that such Intermediary's commercial interests are adversely affected to the point of placing its business in jeopardy, shall have the right to obtain such Member's criteria for appointing Intermediaries or reasons for refusal or withdrawal. If the Intermediary believes such justification is unreasonable then the Intermediary shall, in the first instance, seek clarification and satisfaction from the Member. If the issue is not thereby resolved, the Intermediary shall have the right to have the Member's decision reviewed by the Ombudsman; provided that when the Member's decision to withdraw its appointment, stock of Air Waybills or authorization to issue Neutral Air Waybills from the Intermediary was made in application of the collective provisions of these Rules, the Intermediary's right for review shall not be exercised against the Member individually but as set forth in the particular provisions concerned and in Resolution 811e (the Handbook).

2.8 CAPACITY AND INDEMNITY

the Director General, the Agency Administrator and the CASS Management, in performing any action pursuant to these Rules, to Resolutions 851, 853 and their Attachments, and to any other applicable Resolutions, act not as principals but as agents for the Members concerned. Members appointing Intermediaries undertake to indemnify IATA, its officers, employees and other appointees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions under these Rules (other than functions performed pursuant to Resolution 801re). Members participating in Cargo Accounts Settlement System (CASS-Export) or in CASS-Import and Terminal Charges (CASS-ITC) undertake to indemnify IATA, its officers, employees and other appointees against liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to such system under Resolutions 851, 853 and their Attachments, and under of Resolution 801re, as applicable.
Section 3—Conditions for Payment of Commission

3.1 AUTHORISATION AND CALCULATION OF COMMISSION

Remuneration for the sale and handling of international air cargo transportation shall be agreed bilaterally between the parties.

Section 4—Measures Affecting an Intermediary’s Standing

4.1 WITHDRAWAL BY INTERMEDIARY

4.1.1 an Intermediary may voluntarily relinquish its registered status at any time by giving advance notice in writing to the Agency Administrator who shall notify all Airlines. The notice will state an effective date of withdrawal, without prejudice to fulfillment by the Intermediary and each of the Members having the Intermediary under appointment, of all obligations accrued up to the date of withdrawal from the Latin American Air Cargo Programme Directory;

4.1.2 in the event an Intermediary voluntarily relinquishes any Member's appointment it shall so notify the Member in writing.

4.2 REMOVAL BY AGENCY ADMINISTRATOR

the Agency Administrator may, in accordance with the provisions of these Rules, remove for cause an Intermediary from the Latin American Air Cargo Programme Directory by giving notice in writing to the Intermediary to take effect in accordance with these Rules. Such removal shall be without prejudice to fulfillment by the Intermediary and each of the Members having the Intermediary under appointment of all obligations accrued up to the date of removal from the Latin American Air Cargo Programme Directory.

4.3 NOTICE OF SUSPENSION BY AGENCY ADMINISTRATOR

when an Intermediary is suspended for cause under the provisions of these Rules, the Agency Administrator shall give notice thereof in writing to the Intermediary. The suspension will take effect from the time specified in the written notice.

4.4 EFFECT OF REMOVAL OR SUSPENSION OR REPRIMAND

4.4.1 Removal

when the Agency Administrator has served notice that an Intermediary is to be removed from the Latin American Air Cargo Programme Directory:

4.4.1.1 the Agency Administrator shall by notice to the Intermediary terminate the Intermediary’s Cargo Intermediary Agreement and so notify Airlines,

4.4.2 Suspension

when notice has been served by the Agency Administrator that an Intermediary is to be suspended:

4.4.2.1 the Agency Administrator shall so notify Airlines,
4.4.2.2 in all other respects the provisions of these Rules and of other applicable Resolutions continue to apply to the Intermediary during the period of suspension;

4.4.3 Reprimand

when a reprimand is issued to an Intermediary under any of the provisions of these Rules, the Agency Administrator shall record it against the Intermediary and notify the Intermediary that this has been done.

4.5 LICENSE TO TRADE

in addition to actions affecting an Intermediary's IATA standing which may be taken pursuant to these Rules, the application of the Cargo Intermediary Agreement to an Intermediary and the capacity of such Intermediary to do business with Members may be affected by termination, suspension or other condition relating to the Intermediary's license to trade (where this is officially required) imposed by the government authorities of the place where the Intermediary is situated. In such case, the Agency Administrator shall promptly notify all Airlines, with copy to the Intermediary, of the effects of such government action.

4.6 FORCE MAJEURE

The Intermediary shall not be liable for delay or failure to comply with the terms of the Cargo Intermediary Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Agent, and (ii) is not the result of the Agent's lack of reasonable diligence (an 'Excusable Delay'). In the event an Excusable Delay continues for seven days or longer, the Agency Administrator shall have the right, at its option, to terminate this Agreement by giving the Agent whose performance has failed or been delayed by the Excusable Delay at least thirty days' prior written notice of such election to terminate.

Section 5—Change of Ownership, Legal Status, Name or Address

5.1 NOTIFICATION OF CHANGES

notification with respect to changes of ownership, legal status, name or address of the Intermediary shall be given to the Agency Administrator prior to the change, and processed in accordance with the provisions of this Section; provided that when an Intermediary undergoes a change of ownership or status which also includes a change of name or address, all changes shall be notified by the Intermediary in a single notice of change and actioned by the Agency Administrator as one application.

5.2 PROCESSING OF CHANGES

5.2.1/5.2.1.1 the following changes of ownership shall require the execution of a new Cargo Intermediary Agreement, and shall be processed in accordance with Paragraph 5.3 of this Section:

5.2.1.1(a) in the case of a sole owner, partnership or other unincorporated firm:

5.2.1.1(a)(i) the transfer of an interest in the Intermediary which has the effect of transferring control of the Intermediary to a Person in whom it was not previously vested,

5.2.1.1(a)(ii) the admission or withdrawal of a partner,

5.2.1.1(b) in the case of a corporation, the disposal of the Intermediary's business and its acquisition by a Person who is not an Intermediary;

5.2.1.2 the following changes of ownership in a corporation shall not require the execution of a new Cargo Intermediary Agreement, and shall be processed in accordance with Paragraph 5.4 of this Section:

5.2.1.2(a) a reduction of capital,

5.2.1.2(b) the disposal or acquisition by any Person of stock representing 30% or more of the total issued share capital of the Intermediary,

5.2.1.2(c) any other transfer of stock that has the effect of vesting the control of the Intermediary in a Person in whom it was not previously vested, whether by means of a single transaction or as the result of a series of transactions, over a period of not more than three years.

5.2.2 the following changes of ownership and legal status shall require the execution of a new Cargo Intermediary Agreement, and shall be processed in accordance with Paragraph 5.3 of this Section:

5.2.2.1 in the case of a sole ownership, partnership or other unincorporated firm, the incorporation of the Intermediary;
5.2.2.2 in the case of a corporation:

5.2.2.2(a) the transformation of the Intermediary into a partnership or other unincorporated firm,

5.2.2.2(b) any change which reduces the liability of any Person who was previously liable, directly or indirectly, for the debts of the corporation.

5.2.3 the following other changes shall be processed in accordance with the appropriate Paragraph of this Section as indicated:

5.2.3.1 death of sole owner or of a member of a partnership or other unincorporated firm— Paragraph 5.9;

5.2.3.2 death of stockholder—Paragraph 5.10;

5.2.3.3 change of name—Paragraph 5.11;

5.2.3.4 change of address—Paragraph 5.12.

5.3 CHANGES REQUIRING NEW AGREEMENT

when an Intermediary proposes to effect a change of ownership and/or legal status as described in Subparagraph 5.2.1.2 of this Section:

5.3.1 the Intermediary ('the transferor') and the proposed new owner ('the transferee') shall jointly give the Agency Administrator notice of the proposed change in the form as prescribed by Appendix 1 to these Rules at least 30 days before the change is to be effected. At the same time the transferee shall submit an application for approval and inclusion in the Latin American Air Cargo Programme Directory in accordance with Section 2 of these Rules and the application shall be considered and dealt with in accordance with the provisions of that Section;

5.3.2 on receipt of a notice of change and a duly completed application in time to enable the Agency Administrator to process the application, the Agency Administrator shall execute a provisional Cargo Intermediary Agreement with the transferee unless the application reveals or the Agency Administrator has reason to believe that the application should be disapproved because the transferee does not meet one or more of the requirements of Section 1 of these Rules. Nevertheless if prior to final decision on the application the transferee eliminates the grounds for disapproval to the satisfaction of the Agency Administrator, the Agency Administrator shall execute a provisional Cargo Intermediary Agreement with the transferee;

5.3.3 the transferee's provisional Cargo Intermediary Agreement shall take effect from the date when the change of ownership and/or status takes place. The transferor's Cargo Intermediary Agreement shall terminate as of the date when the change of ownership and/or status takes place, without prejudice to the fulfillment of all obligations accrued prior to the date of termination;

5.3.4 a provisional Cargo Intermediary Agreement shall be in the same form and have the same effect as a Cargo Intermediary Agreement. The Agency Administrator shall notify all Members of the execution of the provisional agreement and on receipt of such notice Members may do business with the transferee as if he were an Intermediary.

5.4 CHANGES NOT REQUIRING A NEW AGREEMENT

when an Intermediary proposes to effect a change of ownership as described in Subparagraph 5.2.1.2 of this Section:

5.4.1(a) the Intermediary shall give the Agency Administrator notice of the proposed change in the form of Appendix 1 to these Rules at least 30 days before the change is to be effected. As soon as possible the Intermediary shall also provide a current financial statement. On receipt of the notice, the Agency Administrator shall:

5.4.1(a)(i) bill the Intermediary for a change of ownership fee as provided in Section 7 of these Rules, and

5.4.1(a)(ii) publish promptly to Members in a monthly listing that such a notice has been received;

5.4.1(b) any Member may within 30 days of publication of such information, file evidence with the Agency Administrator indicating the grounds why, in that Member's opinion, the Intermediary does not meet the qualifications to remain an Intermediary. The Agency Administrator shall inform the Intermediary that such protest has been made and invite response;

5.4.2 on receipt of a notice of change in time to enable the Agency Administrator to process the change, the Agency Administrator shall give provisional approval of the change unless the notice reveals or the Agency Administrator has reason to believe that the Intermediary should not be retained because it does not meet one or more of the requirements of Section 1, of these Rules. Nevertheless if prior to final decision on the change the Intermediary eliminates the grounds for disapproval to the satisfaction of the Agency Administrator, the Agency Administrator shall give provisional approval of the change;

5.4.3 the provisional approval of the change shall take effect from the date when the change takes place and the Agency Administrator shall notify all Members accordingly.

5.5 LACK OF PROVISIONAL AGREEMENT OR APPROVAL

when pursuant to Subparagraph 5.3.2 or 5.4.2 of this Section the Agency Administrator is unable to execute a provisional Cargo Intermediary Agreement or to give provisional approval as at the date of the change, the Agency Administrator shall notify all Members and, where applicable, the CASS Management accordingly and may suspend from CASS where applicable.
5.6 FINAL APPROVAL BY AGENCY ADMINISTRATOR

5.6.1 in addition to any action taken by the Agency Administrator under Paragraphs 5.3 and 5.4 of this Section he shall obtain from such source and in such manner as he may deem appropriate a report on the transferee or Intermediary, as the case may be, indicating whether the requirements set out in Section 1 of these Rules are satisfied;

5.6.2 if, the report shows that the said requirements are satisfied, and no protest has been received from a Member within 30 days following notice from the Agency Administrator of the proposed change, the Agency Administrator shall:

5.6.2.1 in cases of a change as described in Subparagraphs 5.2.1.1 or 5.2.2 of this Section, notify the transferee that the provisional Cargo Intermediary Agreement shall cease to be provisional and shall become a Cargo Intermediary Agreement,

5.6.2.2 in cases of a change as described in Subparagraph 5.2.1.2 of this Section, notify the Intermediary that the provisional approval of the change shall cease to be provisional and shall become a full approval; the Cargo Intermediary Agreement or the final approval of the change shall take effect 45 days from the date of the publication to Members of the intended change by the Agency Administrator or on the date the change takes place, whichever is the later. The Agency Administrator shall notify all Members accordingly and, when required, make any necessary amendment to the Latin American Air Cargo Programme.

5.7 EFFECT OF DISAPPROVAL

5.7.1(a) if the Agency Administrator is unable to execute a Cargo Intermediary Agreement with a transferee or to give final approval of a change to an Intermediary, as the case may be, he shall promptly notify the transferee or Intermediary and shall, simultaneously:

5.7.1(a)(i) in cases of a change as described in Subparagraphs 5.2.1.1 or 5.2.2 of this Section, by notice to the transferor confirm that its Cargo Intermediary Agreement terminated on the date when the change of ownership took place, and by notice to the transferee, terminate the provisional Cargo Intermediary Agreement, if executed;

5.7.1(a)(ii) in cases of a change as described in Subparagraph 5.2.1.2 of this Section, by notice to the Intermediary withdraw a provisional approval that has been given and terminate the Intermediary's Cargo Intermediary Agreement;

5.7.1(b) in all such notices the Agency Administrator shall give the reasons for his action and notify all Members accordingly. A disapproved transferee or Intermediary may request reconsideration of the decision by the Agency Administrator or invoke the procedures for review of the Agency Administrator's action by the Ombudsman;

5.7.2 upon request for reconsideration by the Agency Administrator or for review by the Ombudsman, the disapproval action shall be stayed and the status quo ante restored pending the result of the reconsideration or of the review. If the Ombudsman confirms the disapproval, the transferee or Intermediary may request review of such decision by arbitration pursuant to Section 6 of these Rules in which case the disapproval action shall continue to be stayed until notification of the arbitration award;

5.7.3 if the transferor or the Intermediary as the case may be notifies the Agency Administrator that the change of ownership has been revoked and the Intermediary restored in all respects to its previous ownership, the Agency Administrator shall reinstate the Intermediary's Cargo Intermediary Agreement and, when applicable, reinstate credit facilities and notify the Intermediary and all Members accordingly.

5.8 UNDERTAKING BY TRANSFEEER

except in case of change described in Subparagraph 5.2.1.2 of this Section:

5.8.1 every application for approval shall be accompanied by an undertaking by the transferee to accept joint and several liability with the transferor for any outstanding obligations of the transferor under its Cargo Intermediary Agreement as of the date when the transfer of ownership takes place; and

5.8.2 in cases where the transferor is employed by or retains a financial or beneficial interest directly or indirectly in the Intermediary after the change of ownership, the application shall be accompanied by an undertaking by the transferee to accept responsibility for any violation by the transferor of its Cargo Intermediary Agreement which may have occurred within a period of two years immediately prior to the change of ownership as if such violation were a violation of the transferee's Cargo Intermediary Agreement.

5.9 DEATH OF A SOLE OWNER OR OF A MEMBER OF A PARTNERSHIP OR OTHER UNINCORPORATED FIRM

5.9.1 in the event of the death of the sole owner of an Intermediary, or of a member of a partnership or other unincorporated firm, the Intermediary shall promptly advise the Agency Administrator who, in order to preserve the goodwill of the Intermediary as far as possible, may at the request of the person entitled to represent the decedent's estate (in the case of a sole ownership) or of the remaining member of the partnership or other unincorporated firm enter into a temporary Cargo Intermediary Agreement with the requesting party, reinstate credit facilities and advise Members accordingly. The temporary Cargo Intermediary Agreement shall be in the same form and have the same effect as a Cargo Intermediary Agreement except that:

5.9.1.1 if the Agency Administrator at any time has reason to believe that the financial situation of the estate, partnership or other unincorporated firm is
unsatisfactory, he shall place the Intermediary under
review by the Ombudsman and notify the Intermediary
and all Members accordingly.

5.9.1.2 if prior to the date of the review the estate or
partnership or other unincorporated firm submits evi-
dence of a satisfactory financial situation, the Agency
Administrator shall withdraw his request for review and
shall notify the Intermediary and all Members that credit
may be reinstated,

5.9.1.3 if the matter proceeds to review and the
Ombudsman finds that the financial situation of the
estate, partnership or other unincorporated firm so
warrants, he shall direct that the temporary Cargo
Intermediary Agreement be terminated. The Agency
Administrator shall remove the Intermediary from the
Latin American Air Cargo Programme Directory and
notify the Intermediary and all Members accordingly.

5.9.2 if the person entitled to represent the estate of
the decedent proposes to transfer or to confirm the
transfer of the decedent's interest in the Intermediary to
an heir, legatee or other person, or notifies that the
decedent's interest is withdrawn from the partnership or
other unincorporated firm, such transfer or withdrawal
shall be deemed a change of ownership for purposes of
this Section. The signatory of the temporary Cargo
Intermediary Agreement and the transferee shall jointly
give notice to the Agency Administrator as required
under Subparagraph 5.3.1 of this Section and thereafter
the provisions of Paragraphs 5.3, 5.5, 5.6, 5.7 and 5.8
of this Section shall apply;

5.9.3 subject to earlier termination under the pro-
visions of Subparagraph 5.9.1 or 5.9.2 of this Para-
graph, a temporary Cargo Intermediary Agreement with
the representative of the estate of a deceased sole
owner shall terminate if such representative ceases to
carry on the Intermediary's business at the address
covered by the Agreement.

5.10 DEATH OF STOCKHOLDER

5.10.1 in the event of the death of a stockholder
holding 30% or more of the total issued stock of a
corporation (or in whom control of the Intermediary is
vested), the Intermediary shall promptly advise the
Agency Administrator who shall notify all Members
accordingly and request the Intermediary to submit
current financial statements:

5.10.1.1 if the financial situation of the Intermediary is
found to be satisfactory, the Intermediary may continue
to do business with Members as a registered Intermediary,

5.10.1.2 if the financial situation of the Intermediary is
found to be unsatisfactory, the Agency Administrator
shall request a review of the Intermediary by the
Ombudsman and notify the Intermediary and all Mem-
bers accordingly;

5.10.2 if the person entitled to represent the deced-
ent's estate proposes to transfer or to confirm the
transfer of the decedent's interest in the Intermediary to
an heir, legatee or other person, such transfer shall be
deemed a change of ownership for purposes of this
Section. The Intermediary shall give notice to the
Agency Administrator as required under Subpara-
graph 5.4.1(a) of this Section and the provisions of
Paragraphs 5.4, 5.5, 5.6 and 5.7 of this Section shall
apply.

5.11 CHANGE OF NAME

when an Intermediary changes its name, such Interme-
diary shall notify promptly the Agency Administrator of
the new name and remit the fee as provided in
Section 7 of these Rules. The Agency Administrator
shall ascertain whether the new name can be approved
pursuant to the provisions of Section 1 of these Rules.
If the name change is approved the Agency Adminis-
trator shall notify all Members of the new name and
record the new name in the Latin American Air Cargo
Programme Directory and in the Cargo Intermediary
Agreement. If the Agency Administrator disapproves the
application he shall initiate a review by the Ombuds-
man.

5.12 CHANGE OF ADDRESS

5.12.1 where an Intermediary changes its address
from that shown in the Latin American Air Cargo
Programme Directory, such Intermediary shall notify
promptly the Agency Administrator who shall so advise
all Members. Authority to act as an Intermediary shall
continue to apply to the new address;

5.12.2 where an Intermediary moves from or ceases
to operate at the sales office and/or handling facilities
that were inspected in the course of processing
its application for registration, such Intermediary shall
as far in advance as possible but in any case before
effecting the move, notify the Agency Administrator of
the new address and remit the fee as in Section 7 of
these Rules. The Agency Administrator shall obtain an
inspection report of the new premises and shall notify
all Members of the proposed new address. If the
inspection report is favorable, the new premises shall
be deemed to be approved. If the investigation report is
unfavorable, the new premises shall not be approved by
the Agency Administrator and the matter shall be
referred to the Ombudsman.
5.13 LATE NOTIFICATION OR ABSENCE OF NOTIFICATION OF CHANGE

5.13.1 if the notification and, when required, the completed application in respect of a change of ownership or legal status is not received by the Agency Administrator or is received after the change has taken place, the Agency Administrator shall place the Intermediary under review by the Ombudsman. The application from the transferee, if any, shall be processed in accordance with the provisions of Section 2 of these Rules;

5.13.2 failure to notify the Agency Administrator of a change of name or address within 30 days of such change being made shall be grounds to initiate a review of the Intermediary by the Ombudsman.

5.14 INTERMEDIARIES LOCATED IN A CASS-EXPORT AREA

if any of the changes described in this Section are to be effected by an Intermediary located in the area of a CASS-Export, the Agency Administrator when giving any notice to Members required under the foregoing provisions of this Section shall give a copy of that notice to the CASS Management.

Section 6—Review by Arbitration

6.1 RIGHT TO ARBITRATION REVIEW

any applicant or Intermediary which considers itself aggrieved by a decision of the Ombudsman under Resolution 811e (the provisions contained within the Handbook), or any Member which contests the Ombudsman's ruling in a review of such Members' individual decision, shall have the right to have the decision reviewed by arbitration in accordance with the following procedure (hereafter in this Section the term 'Appellant' is used to designate severally an aggrieved Intermediary or applicant or a contesting Member, seeking review by arbitration, except where the context specifies otherwise).

6.2 APPLICATION PROCEDURE

the Appellant shall send written notice to the Agency Administrator advising of its wish to have the decision reviewed by arbitration. The notice is to reach the Agency Administrator within 30 days of the date the decision was notified to the Appellant. Thereafter the Agency Administrator shall dispatch to the Appellant a form of Request for Arbitration and shall notify all Members that arbitration has been requested.

6.3 SETTING UP OF ARBITRATION BOARD

6.3.1(a) the Appellant may elect arbitration before:

6.3.1(a)(i) a sole arbitrator appointed by mutual agreement within 20 days of the date of receipt by the Appellant of the form of Request for Arbitration; (failing such agreement, the nomination shall be made by the President of the International Chamber of Commerce), or

6.3.1(a)(ii) a sole arbitrator appointed by the President of the International Chamber of Commerce, or

6.3.1(a)(iii) an Arbitration Board composed of three members as provided in 6.3.2 of this Paragraph;

6.3.1(b) in any event the Appellant shall complete, sign and return the form of Request for Arbitration so as to reach the Agency Administrator within 30 days of its receipt by the Appellant. On such form the Appellant shall indicate its choice of (i), (ii) or (iii) above. Where it chooses arbitration before a three-member Arbitration Board, the Appellant shall enter the name of an arbitrator acceptable to it and willing to act as such; the form shall be accompanied by a certified cheque or banker's draft for USD750 (or the acceptable equivalent) where a sole arbitrator has been chosen, or for USD1,000 (or the acceptable equivalent) where a three-member Arbitration Board has been chosen, as deposit on account of any costs that may become payable by the Appellant;

6.3.1(c) upon receipt of documentation from the Intermediary and IATA, and prior to holding the hearing, the
Arbitrator(s) may require the Intermediary and IATA to post certified cheques in an amount determined by the Arbitrator(s), in US dollars or the acceptable equivalent, to cover the estimated costs of the arbitration. Upon notification of the Board’s award, any monies so posted, and in excess of the arbitration costs, shall be refunded to one or other or both parties, as appropriate.

6.3.2 within 20 days of receipt by the Agency Administrator of the form of Request for Arbitration completed by the Appellant electing arbitration before a three-member Board together with a certified cheque or banker’s draft, the Agency Administrator shall nominate an arbitrator and the two arbitrators so nominated shall nominate a third who shall act as chairman of the Arbitration Board. If the third arbitrator has not been so nominated within 20 days after the nomination of the second arbitrator, the Agency Administrator shall request the President of the International Chamber of Commerce to nominate the third arbitrator;

6.3.3 the expression ‘Arbitration Board’ shall mean a sole arbitrator or a three-member Arbitration Board nominated pursuant to Subparagraphs 6.3.1 and 6.3.2 of this Paragraph.

6.4 SUBSTITUTION OF ARBITRATOR

in the event of the resignation or incapacity of an arbitrator, the persons appointing such arbitrator shall, within 30 days of the date when the Agency Administrator is notified of such resignation or incapacity, appoint a substitute.

6.5 CONDUCT OF PROCEEDINGS

6.5.1 the Arbitration Board shall unless otherwise agreed by the Appellant and the Agency Administrator, hold the hearing in the country where the Intermediary is registered, or for which the application for registration was made, as applicable;

6.5.2 the Arbitration Board shall publish its award in writing not later than 60 days after appointment of the chairman or of the sole arbitrator, provided that this period may be extended by or with the agreement of the Appellant and the Agency Administrator. If the Arbitration Board does not publish its award in writing within such period of 60 days, or within such extended period agreed by the Appellant and the Agency Administrator, the Arbitration Board shall be deemed discharged without remuneration and the Agency Administrator shall request the President of the International Chamber of Commerce to appoint a sole arbitrator or another sole arbitrator (in place of the sole arbitrator discharged) who shall proceed in accordance with the provisions of Subparagraph 6.5.1 of this Paragraph and Paragraph 6.7 of this Section and shall publish his written award within 45 days of the date of his appointment;

6.5.3 the Arbitration Board shall reach its decision by a majority;

6.5.4 the Arbitration Board shall permit the parties to be heard either in person or by a representative and shall receive any relevant or material probative evidence bearing on the matter referred to it;

6.5.5 in all other respects the Arbitration Board shall settle its own procedures.

6.6 SCOPE OF REVIEW

6.6.1(a) review by the Arbitration Board shall be appellate and not de novo. The Board shall affirm the decision under review unless it finds and concludes that such decision is deficient in one or more of the following respects:

6.6.1(a)(i) it is not supported by substantial evidence;

6.6.1(a)(ii) it contains error of applicable law;

6.6.1(a)(iii) it is arbitrary or capricious;

6.6.1(a)(iv) it is not in accordance with the terms of the Resolution under which it was taken;

6.6.1(a)(v) the penalty is inappropriate, inadequate or excessive;

6.6.1(b) additionally, evidence may be considered which is available to the Arbitration Board but which for good cause could not be presented to the Commissioner (Ombudsman).

6.7 AWARD

6.7.1 in the event the Arbitration Board does not affirm the decision under review, it shall either direct action upon the Appellant in accordance with the Board’s findings, or refer the matter to the Commissioner (Ombudsman) for action consistent with the Board’s decision;

6.7.2/6.7.2.1 the cost of the Arbitration Board shall be borne:

6.7.2.1(a) when the Appellant is an Intermediary or applicant:

6.7.2.1(a)(i) by the appellant if the decision under review is affirmed,

6.7.2.1(a)(ii) by IATA, or by the Member in whose favor the Commissioner (Ombudsman) had ruled, as applicable, if the decision under review is reversed,

6.7.2.1(a)(iii) by the Appellant and IATA in a proportion decided by the Arbitration Board if the decision under review is modified;

6.7.2.1(b) provided that, if there are special circumstances warranting a different award as to such costs, the Arbitration Board shall be empowered to direct that they be borne by the parties in such a manner as it considers equitable;
6.7.2.2 when the Appellant is a Member, by the Appellant whether the decision under review is upheld, reversed or modified;

6.7.3 costs of legal representation shall be borne by the party incurring such costs.

6.8 EFFECT AND EFFECTIVE DATE OF THE AWARD

6.8.1 the award of the Arbitration Board shall be final and conclusively binding on the Appellant, IATA and all Members, as applicable, and shall be complied with in accordance with its terms;

6.8.2 the Agency Administrator shall notify the Appellant, all Members and the CASS Management of the award of the Arbitration Board, which shall take effect, unless the Arbitration Board directs otherwise, from a date the Agency Administrator shall specify in advance;

6.8.3 if the award requires an Intermediary to pay the costs of the Arbitration Board in whole or in part and the Intermediary has not paid such costs within 60 days of the date of notice given under Subparagraph 6.8.2 of this Paragraph, the Agency Administrator shall remove the Intermediary from the Latin American Air Cargo Programme Directory.

Section 7—Intermediary Fees

7.1 FEES

Intermediary fees, in the amounts determined by the Latin American Air Cargo Programme Joint Council in consultation with the Director General, shall be published by the Agency Administrator and payable by Intermediaries:

The types of fees and conditions under which they are payable are described within the Handbook. Failure to pay the appropriate fees in accordance with the established provisions may result in the termination of the Intermediary's Agreement. Termination for failure to pay an annual Intermediary fee shall not be subject to arbitration by the Intermediary.

7.2 INVOICING

Annual Intermediary fees for each calendar year shall be paid not later than 1 December of the preceding year in accordance with the procedures agreed by the Joint Council and the instructions of the Agency Administrator. Invoices for such fees shall be sent out by the Agency Administrator not later than 1 November of each year.

7.3 USE OF INTERMEDIARY FEES

Intermediary fees collected by the Agency Administrator on behalf of IATA will be expended by the Director General in accordance with directives given by the Executive Committee of IATA to administer the Latin American Air Cargo Programme.

Notwithstanding the above, an annual amount of USD15 per each IATA Accredited cargo agent shall be provided to FIATA/AFI for the purpose of supporting the global IATA/FIATA dialogue process.
Section 8—Air Waybill Transmittals, Billings, Remittances and Collections, Irregularities

The procedures regarding reporting and remittance, and irregularities are set forth in Resolution 801re.
RESOLUTION 813zz
Attachment ‘B’
Appendix 1

TO: Agency Administrator Intermediary's name, address and numeric code
International Air Transport Association

NOTICE OF CHANGE

Pursuant to the provisions of Section 5 of the Latin American Air Cargo Programme Rules we hereby give notice of the following change(s) in the legal status or ownership of the above named IATA Cargo Intermediary (Transferor) as a consequence of contractual arrangements or negotiations:

1. PRESENT STATUS 2. FUTURE STATUS

1. Sole Proprietorship/Partnership/Corporation/other
(specific) ........................................... ...........................................

2. Name(s) of owner/partners-stockholders in case of
unincorporated firm ........................................... ...........................................

3. If corporation list:
(a) issued share capital ........................................... ...........................................
       name/amount name/amount
       of shares/% of shares/%

(b) names of owners stock/shares and amount of
    stock owned by each ........................................... ...........................................

(c) names of all officers and directors ........................................... ...........................................

4. Effective date of future status as shown above.

5. Legal name, trading name and full address under new ownership.

6. If the answer to 5 above represents a change of name or address or both, please give details.

7. Will such change affect the management and staffing at such premises?

8. Have any of the new owners, officers (directors), managers or any individual having authorization to act or sign on behalf of such firm been involved in bankruptcy or default proceedings? If so, give details.

The Transferor has informed the Transferee of the need to comply with the Latin American Air Cargo Programme Rules if the Transferee wishes to be entered in the Latin American Air Cargo Directory as a Registered Intermediary.

In accordance with one of the requirements of the Latin American Air Cargo Programme Rules, the Transferee hereby undertakes to accept joint and several liability with the Transferor for any outstanding obligations of the Transferor under its Cargo Intermediary Agreement as at the date of the transfer of ownership takes place.

Where the Transferor is employed by, or retains a financial or beneficial interest, directly or indirectly, in the Intermediary following the change of ownership, the undersigned Transferee knows and hereby agrees to accept responsibility for any violation by the Transferor of his Cargo Intermediary Agreement which may have occurred within a period of two years immediately prior to the change of ownership as if such violation were a violation of the Transferee's Cargo Intermediary Agreement.

Witness

Authorised signature of Intermediary (Transferor)

Witness

Authorised signature of Transferee
# RESOLUTION 813zz

**Attachment ‘B’**

**Appendix 2**

<table>
<thead>
<tr>
<th>TO: IATA Cargo Intermediary:</th>
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<tr>
<td>Agency Administrator</td>
<td>(Name)</td>
</tr>
<tr>
<td>International Air</td>
<td>(Address)</td>
</tr>
<tr>
<td>Transport Association</td>
<td>(Numeric Code)</td>
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</table>

## DANGEROUS GOODS: NON HANDLING DECLARATION

Pursuant to the provisions of **Section 1, paragraph 1.1.4** of the Latin American Air Cargo Programme Rules we hereby confirm that the above named IATA Cargo Intermediary elects not to accept nor make ready for carriage any consignment containing Dangerous Goods.

It is further acknowledged that failure to comply with this declaration will result in the termination of the IATA Intermediary Agreement in accordance with Paragraph 17 of that Agreement.

**SIGNED BY**

The Authorized Person on behalf of the Intermediary

By ________________________________

*Authorised Representative*

______________________________

*Signature*

______________________________

*(Name, typed or printed)*

______________________________

*(Capacity)*

**WITNESS**

______________________________

*Signature*

______________________________

*(Name, typed or printed)*

**Note:** When, in accordance with local law, execution of this declaration requires the signature of the parties to be witnessed or notarized, such formalities must be accomplished. The space below may be used for that purpose.
RESOLUTION 817
FINANCIAL SECURITIES

CAC1(47)817 (except USA)  Expiry: Indefinite
(CAC1 (amended))
CAC2(47)817 (amended)
CAC3(47)817 (amended)

WHEREAS certain Cargo Agency or Air Cargo Program
Rules provide that an Agent or Intermediary may meet
the financial criteria by the provision of additional financial
security in the form of a bank guarantee, insurance bond
or other instrument; and

WHEREAS the Cargo Agency Conference (hereafter
referred to as “the Conference”) wishes to make a wide
range of financial securities available to Agents and
Intermediaries; and

WHEREAS non-payment of a claim against a provider of
such financial security will result in financial loss to
Members and Airlines;

It is hereby RESOLVED that,

1. DEFINITIONS

1.1 The definitions of terms and expressions used in this
Resolution are contained in Resolution 823.

1.2 “FINANCIAL SECURITY PROVIDER” (hereafter
referred to as “Provider”) means any entity that guaran-
tees payment to Members or Airlines, through provision of
a bank guarantee, insurance bond or other instrument, in
the event of the default of an Agent or Intermediary.

1.3 “BANK” means a financial institution that is author-
ised to provide banking services in the jurisdiction in
which that bank will guarantee the payment to Members
or Airlines through any acceptable Financial Security set
out in Section 2.1 in the event of default by an Agent or
Intermediary.

2. ACCEPTABLE FINANCIAL SECURITY TYPES

2.1 Individual financial security provided by a bank
2.1.1 Bank Guarantee
2.1.2 Standby letter of Credit
2.1.3 Letter of Credit
2.1.4 any other type of security accepted by the
Agency Administrator from time to time

2.2 Individual financial security provided by an indepen-
dent third party other than a bank
2.2.1 Insurance bond
2.2.2 Surety bond

2.3 Approved Default Insurance Program

2.4 Providers of the acceptable financial security types
in 2.1–2.3 are required to meet the criteria as referred to
in section 3 paragraphs 3.1–3.3 of Resolution 817.

2.5 Cargo Company Guarantee provided that the
guarantor, as defined in Resolution 823, meets the
requirements set out in section 3 paragraphs 3.4–3.6 of
Resolution 817.

3. EVALUATION OF PROVIDERS AND
THEIR PRODUCTS

3.1 IATA shall establish criteria for the consistent evalu-
ation and approval of Providers and Provider products,
and shall make such criteria available to all interested
parties. Criteria shall be subject to review and amend-
mence by IATA annually, or more frequently as may be
necessary due to changes in the financial security and/or
insurance markets;

3.1.1 No Provider or Provider product shall be accepted
for the purposes of an Agent or Intermediary meeting the
financial criteria by the provision of additional financial
security where permitted by the applicable Cargo Agency
or Air Cargo Program Rules unless such Provider or
Provider product has been approved by IATA in accord-
ance with this Resolution.

3.2 IATA shall conduct, at a minimum, an annual review
of all Providers and Provider products previously
approved by IATA. After such review(s), IATA shall
determine whether such Provider or Provider product
meets criteria in effect at that time;

3.3 The results of the initial and periodic evaluation shall
be reported to the ALWG, LCAGC, Executive
Committees, Joint Councils or General Councils as
appropriate.

3.4 To qualify as a guarantor for the Cargo Company
Guarantee, the guarantor must meet the below require-
ments:

3.4.1 The guarantor must satisfy one of the following:

3.4.1.1 subject to the provisions of section 3.6 of Resolu-
tion 817, qualify under the risk assessment performed by
IATA in accordance with the criteria shown in the risk
assessment framework at Attachment “A” to Resolution
817 by achieving a minimum of 70 points; or

3.4.1.2 hold one of the following credit ratings:

a) Standard & Poor’s – BBB2
b) Moody’s – Baa

c) Fitch – F1+ or F1

3.4.2 sign a Cargo Company Guarantee agreement in
the form approved by IATA.

3.5 To continue to qualify as a guarantor for the Cargo
Company Guarantee in each calendar year, the guarantor
must:

3.5.1 continue to meet the initial qualifying criteria
3.5.2 comply with the requirements of the Cargo Company Guarantee agreement,

3.5.3 not have payment delays equal to more than 1% of the total sales remitted to all CASS globally by the agents or intermediaries covered by the Cargo Company Guarantee during any calendar year

3.6 Where the guarantor chooses to be assessed under the risk assessment framework referenced in section 3.4.2.1 above, the guarantor must enter into a Cargo Company Guarantee Financial Assessment Agreement in the form approved by IATA and comply with the requirements of that Agreement.

3.7 In the event that the guarantor no longer qualifies for the Cargo Company Guarantee, the Cargo Company Guarantee will be suspended for that calendar year. The guarantor will then be required to comply with the provisions of the Cargo Company Guarantee agreement relating to the suspension of the Cargo Company Guarantee including but not limited to the provision of alternative financial securities by the Agents covered under the Cargo Company Guarantee.

4. IMPLEMENTATION OF PROVIDER PRODUCT

4.1 Where an Agent or Intermediary is deemed not to meet the established financial criteria for its country of application and financial security is required, the applicant may select any Provider Product listed as approved by IATA, subject to its acceptance by IATA in the country of application.

4.2 Where a Provider or a Provider Product is subsequently removed from the IATA approved list, any subscribing Agents or Intermediaries will be duly notified and requested to select an alternative Provider or Provider Product.

5. Not withstanding any general or specific Cargo Agency or Air Cargo Program requirements applicable, financial security providers shall be governed by Resolution 817.
### IATA Financial Accreditation Report CCG

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<th>Criteria #</th>
<th>Criteria name</th>
<th>Criteria description</th>
<th>Risk covered</th>
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<td>Cash Flow from Operating activities (CFO) as per latest publication</td>
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<tr>
<td>1.07 FCF/Debt</td>
<td>Free Cash-Flow/Total Debt</td>
<td>MT-Insolvency</td>
<td>x&gt;=20%</td>
<td>1</td>
<td>No</td>
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<td>1.08 Interest coverage ratio</td>
<td>Interest coverage ratio (EBIT/Interests expenses)</td>
<td>MT-Insolvency</td>
<td>x&gt;=150%</td>
<td>2</td>
<td>No</td>
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<td>Forecasted financial data</td>
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<tr>
<td>2.10 Business Fcst-Effective</td>
<td>Is there any Business Forecast process in place (providing at least 1 year visibility)?</td>
<td>LT-Insolvency</td>
<td>Yes</td>
<td>1</td>
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<td>2.11 Business Fcst-Monitoring dev</td>
<td>Is there any monitoring of the deviations?</td>
<td>LT-Insolvency</td>
<td>Yes</td>
<td>1</td>
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<td>2.12 Business Fcst-dev ratio</td>
<td>What is the % of deviation observed between latest quarter EBIT/TA vs. its Forecast?</td>
<td>LT-Insolvency</td>
<td>-5%&lt;x&lt;5%</td>
<td>1</td>
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<td>2.13 Business Fcst-Top Mgmt</td>
<td>Are reasons of deviations explained and communicated to the Top management?</td>
<td>LT-Insolvency</td>
<td>Yes</td>
<td>1</td>
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<td>2.14 Business Fcst-Frequency Management?</td>
<td></td>
<td>LT-Insolvency</td>
<td>Quarterly</td>
<td>1</td>
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<td>2.20 CF Fcst-Effective</td>
<td>Is there any CF Forecast process in place (at least 1 year rolling)?</td>
<td>LT-Insolvency</td>
<td>Yes</td>
<td>1</td>
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<td>2.21 CF Fcst-Monitoring dev</td>
<td>Is there any monitoring of the deviations?</td>
<td>LT-Insolvency</td>
<td>Yes</td>
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<td>2.22 CF Fcst-Top Mgmt</td>
<td>Are reasons of deviations explained and communicated to the Top management?</td>
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<td>What is the frequency of CF Forecast monitoring presentation to the Top Management?</td>
<td>LT-Insolvency</td>
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<td>1</td>
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<td>2.30 CFO-3 year plan</td>
<td>CF from operational activities (CFO) (cumulated, up to 3 years)</td>
<td>LT-Insolvency</td>
<td>Positive</td>
<td>1</td>
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<td>2.31 CFI-3 year plan</td>
<td>CF from Investment activities (CFI) (cumulated, up to 3 years)</td>
<td>LT-Insolvency</td>
<td>No Target</td>
<td>1</td>
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<td>2.32</td>
<td>FCF-3 year plan</td>
<td>FCF (cumulated, up to 3 years)</td>
<td>LT-Insolvency</td>
<td>Positive</td>
<td>1</td>
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<td>2.34</td>
<td>DFCF trend result</td>
<td>Result DFCF trend over 3 years-Forecasted versus Actual</td>
<td>LT-Insolvency</td>
<td>Fcst &gt; Actual</td>
<td>2</td>
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<td>2.35</td>
<td>CFO Fcst accuracy</td>
<td>Percentage of deviation between Forecasted CFO vs Actual CFO (starting 2nd year of participation to CCG-1 point attributed during the 1st year)</td>
<td>LT-Insolvency</td>
<td>x&gt;=-10%</td>
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<td>2.40</td>
<td>ST Prov/CF</td>
<td>Short term provisions for one-off events (excluding usual employee benefits)/Cash-Flow</td>
<td>MT-Insolvency</td>
<td>x&lt;=30%</td>
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<td>2.50</td>
<td>CF Mgmt-Effective</td>
<td>Is there any process of Group Cash Flow management in place?</td>
<td>ST-Insolvency</td>
<td>Yes</td>
<td>2</td>
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<td>2.51</td>
<td>CF Mgmt-Process owner</td>
<td>Is there any process owner for this process?</td>
<td>ST-Insolvency</td>
<td>Yes</td>
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<td>2.52</td>
<td>CF Mgmt-Top Mgmt</td>
<td>Is the Top management sponsor of this process?</td>
<td>ST-Insolvency</td>
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<td>CF Mgmt-Frequency</td>
<td>What is the frequency of monitoring by the Group Treasury?</td>
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<tr>
<td>3.10</td>
<td>FX Mgmt-Effective</td>
<td>Is there any process of FX monitoring in place?</td>
<td>Risk Process</td>
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<td>FX Mgmt-Process owner</td>
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<td>FX Mgmt-Frequency</td>
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<td>3.20</td>
<td>OTC Mgmt-Effective</td>
<td>Is there any order-to-cash (OTC) process in place for the air freight business (with no major exception)?</td>
<td>Risk Process</td>
<td>Yes</td>
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<td>3.21</td>
<td>OTC Mgmt-Process owner</td>
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<td>3.30</td>
<td>Market trend Mgmt-Effective</td>
<td>Is there any process in place to act proactively against a bad evolution of the market trend?</td>
<td>MT-Insolvency</td>
<td>Yes</td>
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<td>Market trend Mgmt-Process owner</td>
<td>Is there any process owner for this process?</td>
<td>MT-Insolvency</td>
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<td>Market trend Mgmt-Top Mgmt</td>
<td>Is the Top management sponsor of this process?</td>
<td>MT-Insolvency</td>
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<td>Market trend Mgmt-Frequency</td>
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<td>MT-Insolvency</td>
<td>Quarterly</td>
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<td>3.34</td>
<td>Market trend Mgmt-ratio</td>
<td>Evolution of Revenues vs market growth (during last quarter)</td>
<td>MT-Insolvency</td>
<td>Rev. &gt;= Market</td>
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<td>Disaster Mgmt-Effective</td>
<td>Is there any process in place to apply operational countermeasures in case of extraordinary disaster (with no major exception)</td>
<td>Risk Process</td>
<td>Yes</td>
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<td>3.41</td>
<td>Disaster Mgmt-Process owner</td>
<td>Is there any process owner for this process?</td>
<td>Risk Process</td>
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<td>Disaster Mgmt-Top Mgmt</td>
<td>Is the Top management sponsor of this process?</td>
<td>Risk Process</td>
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<td>Disaster Mgmt-Frequency</td>
<td>What is the frequency of monitoring by the process committee?</td>
<td>Risk Process</td>
<td>Bi-annualy</td>
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<td>Ethics Mgmt-Effective</td>
<td>Is there any process in place to prevent corruption?</td>
<td>MT-Insolvency</td>
<td>Yes</td>
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<td>Ethics Mgmt-Process owner</td>
<td>Is there any process owner for this process?</td>
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<td>Ethics Mgmt-Top Mgmt</td>
<td>Is the Top management sponsor of this process?</td>
<td>MT-Insolvency</td>
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<td>3.53</td>
<td>Ethics Mgmt-Frequency</td>
<td>What is the frequency of monitoring by the process committee?</td>
<td>MT-Insolvency</td>
<td>Annually</td>
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<td>4.10</td>
<td>Rating</td>
<td>Agent rating</td>
<td>LT-Insolvency</td>
<td>As per range</td>
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<td>4.20</td>
<td>Accounting standards</td>
<td>What are the standards used for the Consolidated Financial statements?</td>
<td>Accurate assessment</td>
<td>As per range</td>
<td>2</td>
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<td>4.30</td>
<td>Qualification auditors</td>
<td>Is there any qualification from the auditors on the latest audited financial statements?</td>
<td>Accurate assessment</td>
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<td>5.01</td>
<td>Trend-EBITDA</td>
<td>EBITDA margin</td>
<td>Trend-ST-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.02</td>
<td>Trend-Debt ratio</td>
<td>Debt ratio (Total Liabilities/Total Assets)</td>
<td>Trend-LT-Insolvency</td>
<td>&lt;=3%</td>
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<td>5.03</td>
<td>Trend-Cash ratio</td>
<td>Cash ratio (Cash and Cash equivalent/Current liabilities)</td>
<td>Trend-ST-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.04</td>
<td>Trend-Quick ratio</td>
<td>Quick ratio (Cash and Cash equivalent + AR/Current liabilities)</td>
<td>Trend-ST-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.05</td>
<td>Trend-Current Ratio</td>
<td>Current Ratio (Current assets/Current Liabilities)</td>
<td>Trend-ST-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.06</td>
<td>Trend-CFO</td>
<td>Cash Flow from Operating activities (CFO) as per latest publication</td>
<td>Trend-MT-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.07</td>
<td>Trend-FCF/Debt</td>
<td>Free Cash-Flow/Total Debt</td>
<td>Trend-MT-Insolvency</td>
<td>&gt;=-3%</td>
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<td>5.08</td>
<td>Trend-Interest coverage ratio</td>
<td>Interest coverage ratio (EBIT/Interests expenses)</td>
<td>Trend-MT-Insolvency</td>
<td>&gt;=-3%</td>
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* Trend is calculated Q YoY

**Maximum "Risk Score"**

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**Key:**
- ST: Short-Term
- MT: Middle-Term
- LT: Long-Term
- IRR: Irregularities
- DEF: Defaults
RESOLUTION 821

IATA CARGO OFFICE NUMERIC CODE

CAC1(45)821 Expiry: Indefinite
CAC2(45)821 Type: B
CAC3(45)821

RESOLVED that:

1. AUTHORITY TO ASSIGN NUMERIC CODES

1.1 the assignment of IATA Cargo Office numeric code designators ("the numeric code") to Members, non-IATA air carriers and to IATA Cargo Agents or Forwarders shall be carried out by the Agency Administrator who shall periodically publish a list to Members of numeric codes so assigned and the name of the assignees;

1.2 blocks of IATA numeric codes shall be set aside by the Agency Administrator for use in respect of the IATA-FIATA Air Cargo Program (IFACP) and by the Cargo Network Services Corporation (CNS). CNS shall control assignment of such numeric codes to appointed agents listed by it in the United States of America. Similarly, the IFACP, the Program Secretariat, shall control assignment of such codes to its Endorsed Forwarders, and CNS and the IFACP shall report to the Agency Administrator the numeric codes so assigned. The limitations and duties with respect to the use and protection of the numeric code described in this subparagraph shall be identical to those specified elsewhere in this Resolution.

2. AGENT-FORWARDER ASSIGNMENT

2.1(a) upon accreditation of an agent by IATA, the Agency Administrator shall assign that IATA Cargo Agent a numeric code. The assignment of additional numeric codes, for use by an IATA Cargo Agent's fully-owned and fully-controlled field offices where Air Waybills are executed, shall be in accordance with Cargo Agency Conference policy;

2.1(b) upon endorsement of a Forwarder in the IFACP, the Administrator shall assign the endorsed Forwarder a numeric code. The assignment of additional numeric codes, for use by an IFACP endorsed Forwarder fully–owned and fully-controlled field offices where Air Waybills are executed, shall be in accordance with the IFACP policy;

2.2 such assignment shall continue only so long as the assignee remains an IATA Cargo Agent and shall be withdrawn by the Agency Administrator should the IATA accreditation of the assignee be discontinued, suspended or cancelled, whether by IATA or by the assignee. The assigned numeric code remains the property of IATA at all times. It shall not be shared, lent, leased, sold or otherwise transferred by the assignee to any other person, whether an individual or a corporation. Failure on the part of the assignee to respect this exclusivity of usage requirement shall constitute valid grounds for the Agency Administrator to withdraw the assigned code and cause the Cargo Agency Commissioner to review the IATA Cargo Agent's IATA accreditation; or the IFACP Ombudsman to review the Forwarder's IFACP endorsement.

3. AIRLINE ASSIGNMENT

An air carrier wishing to obtain numeric codes for its own cargo sales offices shall apply in writing to the Agency Administrator. The air carrier shall use the numeric codes so assigned solely for its own fully-owned and fully-controlled cargo sales offices and shall not share, lend, lease, sell or otherwise transfer them, or allow them to be used, by any other person, whether an individual or a corporation.

4. RESCISSION

upon this Resolution being declared effective, the following Resolution shall be rescinded:

CAC1(01)821(amended)
CAC2(01)821(amended)
CAC3(01)821(amended)
RESOLUTION 823

DEFINITIONS OF TERMS USED IN CARGO AGENCY CONFERENCE RESOLUTIONS

WHEREAS the Cargo Agency Conference has agreed definitions for terms and expressions commonly used in Resolutions of the Conference, and

WHEREAS the Conference wishes to consolidate such definitions in a single Resolution, it is

RESOLVED that the definitions of terms and expressions used in Resolutions of the Cargo Agency Conference are as follows:

‘AGENCY ADMINISTRATOR’ means the IATA official designated by the Director General from time to time as the holder of that office, or his authorised representative, responsible for the management of the IATA Agency Programmes in accordance with the Members’ rules and resolutions and with autonomy to act in extraordinary circumstances.

‘AGENCY COMMISSIONER’ (sometimes called ‘the Commissioner’, ‘the Ombudsman’) means the person designated under a procedure involving the Director General of IATA and the Chairman of the Airfreight Institute of FIATA, as the holder of that office, or his authorised representative as provided for in Resolution 811d, and who exercises jurisdiction over matters prescribed by the Cargo Agency Conference and as described in Resolution 811e (Conduct of Review by Agency Commissioner).

‘AGENCY DISTRIBUTION MANAGER’ means the IATA official designated by the Agency Administrator to head the Agency Distribution Office and to manage the Cargo Agency registration programme for countries in which Resolution 803 is applicable.

‘AGENT’ (sometimes referred to as ‘IATA Cargo Agent’) means a legal person which is a registered IATA Cargo Agent whose name is entered on the Cargo Agency List, having executed an IATA Cargo Agency Agreement having been adjudged to have met the registration and retention criteria as specified in the Cargo Agency Rules. This term also includes Intermediaries who conduct transactions in accordance with Part 1 of the European Air Cargo Programme form of Cargo Intermediary Agreement. It also includes Intermediaries who conduct transactions in accordance with Part 1 of the Cargo Intermediary Agreement – Australia. While the legal status of a cargo agent versus a forwarder differs with regard to rules of contract construction and liability, for reasons of nomenclature, contract bids or fulfilling government licensing requirements, the term “IATA Agent” is equivalent to the term “IATA Cargo Agent” or “IATA Cargo Intermediary”.

‘AIRLINE’ means a Member participating, or eligible to participate, or a non-IATA carrier participating in the Cargo Accounts Settlement System of the Conference.

‘AIRPORT’ shall include any location designated by an Airline for general acceptance of all consignments ready for carriage.

‘AIR WAYBILL’ means the document made out by or on behalf of the shipper which evidences the contract between the shipper and the Carrier for carriage of goods. (Note: upon ratification of Montreal Protocol No. 4 to the Warsaw Convention, the term Air Waybill shall, where the context so requires, also mean the shipment record referred to in certain Cargo Services Conference Resolutions).

‘AIR WAYBILL NEUTRAL’ means the standard automated air waybill without identification of the issuing carrier (described in Resolution 600a), for use by IATA Cargo Agents.

‘AIR WAYBILL TRANSMITTAL’ (sometimes referred to as ‘AWT’) means the form used by a CAS participant to submit to the CASS Settlement Office records of accountable transactions.

‘APPROVED LOCATION’ (sometimes referred to as ‘Location’) includes Head Office and Branch Locations appearing on the Cargo Agency List.

‘ARBITRATION BOARD’ means the body set up under the provision of the relevant Cargo Agency Rules to arbitrate on a dispute arising under these Rules.

‘BILLING PARTICIPANT’ means a CASS-Export or CASS-Import & Terminal Charges participant that submits to the Settlement Office Air Waybill or other accounting transaction data in an electronically readable form.

‘BILLING PERIOD’ means the period as described in Resolution 801r subparagraph 2.3.3. The precise time span covered will be determined in each case by the date of the accountable transactions that each CASS Airline wishes to include in that billing.

‘BRANCH OFFICE LOCATION’ means a registered Agent’s place of business where cargo is made ready for carriage and which is entered on the Agency List as a Branch Office Location which is the same entity as its Head Office Location, with the Head Office having full legal and financial responsibility of the administration, staff, liability maintenance and operations expense of the Branch Office.

CARGO ACCOUNTS SETTLEMENT SYSTEM-EXPORT (hereinafter called ‘CASS-Export’) means the method of accounting and settling accounts between CASS-Export Airlines on the one hand, and their Agents and Associates on the other hand, described in Resolution 851 and its Attachments and provided for in Resolutions 801r.
‘CARGO ACCOUNTS SETTLEMENT SYSTEM—IMPORT & TERMINAL CHARGES’ (hereinafter called ‘CASS-Import & Terminal Charges’) means the method of accounting and settling accounts between Delivering Companies and Recipients as provided in IATA Cargo Agency Conference Resolution 853 and its Attachments.

‘CARGO ACCOUNTS SETTLEMENT SYSTEM—IMPORT DELIVERING COMPANIES’ means the IATA Members and Non-IATA Air Carriers/Ground Handling Companies (named as CASS-Import Delivering Companies) in the First Schedule to the Recipient Agreement as having authorised the Agency Administrator to execute this Agreement on their behalf, and such other Delivering Companies which, subsequent to the execution of this Agreement, authorise the Agency Administrator to advise the Recipient that their name is to be added to the said First Schedule in accordance with Paragraph 7 thereof.

‘CARGO AGENCY AGREEMENT’ (sometimes referred to as ‘the Agreement’) means an Agreement in the form prescribed in Resolution 801a as amended from time to time.

‘CARGO AGENCY CONFERENCE’ (sometimes referred to as ‘Conference’) means the permanent Conference of Members established by IATA, to take action on matters pertaining to relationships between airlines and intermediaries engaged in the sale and/or processing of international air cargo, but excluding remuneration levels.

‘CARGO AGENCY LIST’ means the list published by the Agency Administrator, containing the names and addresses of all IATA or Cargo Agents and their Branch Locations.

‘CARGO AGENCY PROGRAMME’ means:
(a) the various IATA Resolutions, rules and procedures adopted by the Conference, and
(b) the provisions established where applicable by the Cargo Agency Programme Joint Council or Cargo General Assembly, pursuant to the authority delegated by the Cargo Agency Conference under the provisions of the respective Cargo Agency Rules.

‘CARGO AGENCY PROGRAMME JOINT COUNCIL’ (sometimes called ‘IATA Cargo Agency Programme Joint Council’) is a body composed of an equal number of airline and cargo agent representatives, established to assist the Conference by providing recommendations and proposals regarding the Cargo Agency Programme and criteria for the registration of IATA Cargo Agents doing business in the Region, or country/countries served by the Joint Council concerned.

‘CARGO AGENCY RULES’ (sometimes called ‘these Rules’) means the Cargo Agency Conference Resolutions and Attachment(s), which apply in the Specified Country of the IATA Cargo Agent.

‘CARGO AGENT’S HANDBOOK’ (sometimes called ‘the Handbook’) means the publication, issued on the Resolutions, associated regulations derived therefrom and other information applicable in the Specified Countries listed in the Handbook.

‘CARGO EXECUTIVE COUNCIL’ means a council consisting of representatives of Airlines of the country or group of countries as appropriate and representatives of the recognized national association of agents convened to assist the Cargo General Assembly in the performance of its functions.

‘CARGO GENERAL ASSEMBLY’ means an assembly of Airlines to which the Cargo Agency Conference has delegated authority over certain provisions of the Cargo Agency Programme.

‘CARGO GENERAL SALES AND SERVICE AGENT’ (sometimes referred to as ‘GSSA’) means a Person who has been delegated general authority in respect of cargo sales for the appointing Member, either directly or through Subcontraction.

‘CARGO INTERMEDIARY AGREEMENT’ means the European Air Cargo Programme Agreement in the form prescribed in Resolution 805zz, Attachment ‘A’, as amended from time to time, and the Cargo Intermediary Agreement–Australia in the form prescribed in Resolution 823, as amended from time to time.

‘CARGO PROCEDURES CONFERENCES’ is the collective denomination of the Cargo Agency Conference and the Cargo Services Conference.

‘CARGO SERVICES CONFERENCE’ means the permanent Conference of Members established by IATA, to take action on matters which facilitate and improve the processing of air cargo through standardization of procedures, data exchanges and systems while maximizing benefits to customers, participating Carriers, industry and associated parties.

‘CARRIER’ (as used in Reso. 801a) is the IATA Member that has entered into an agreement with an IATA Cargo Agent, in the form of a Cargo Agency Agreement adopted by the Cargo Agency Conference.

‘CASS AIRLINE’ means both an IATA Member and a non-IATA air carrier from which the Agency Administrator has accepted an application and concurrence in CASS-(country).

‘CASS ASSOCIATE’ means any Person, other than a Registered IATA Cargo Agent or an air carrier, which has executed an Agreement for participation in CASS-(country).

‘CASS-EXPORT AIRLINE’ means a Participant in a Cargo Accounts Settlement System.

‘CASS-EXPORT MANUAL FOR AGENTS’ means the Manual published in a particular country or group of countries for where there is a CASS, in accordance with the instructions contained in Attachment ‘A’ to Resolution 851 as amended from time to time.
‘CASS-IMPORT & TERMINAL CHARGES’ means the Cargo Accounts Settlement System of billing and collection at destination, applicable in respect of recipients of inbound air cargo consignments, described in Resolution 853 and the Attachments thereto.

‘CASS-IMPORT & TERMINAL CHARGES AIRLINE’ (sometimes referred to as Airline where the context permits) means both an IATA Member participating in the CASS-Import and a non-IATA air carrier which is a Participant in the CASS-Import.

‘CASS POLICY GROUP’ referred to as “CPG”, is established by the Cargo Committee to provide direction to IATA on CASS matters; and be responsible for providing advice to IATA on all matters relating to the functional management and operation of CASS.

‘CLEARING BANK’ means the bank or other organisation appointed under the applicable Cargo Accounts Settlement System (CASS) to receive remittances from Agents and settle funds to Airlines; and to perform such other functions as are prescribed within these Rules, and in Resolution(s) and Attachments, relating to CASS.

‘CONDITIONS OF CARRIAGE’ means the rules additional to the Conditions of Contract, governing the relationship between the customer and the Carrier, such as acceptability of goods, packing and marking, rates and charges, documentation, compliance with government requirements and customs formalities, etc.

‘CONDITIONS OF CONTRACT’ means the contents of the Carrier’s notices advising passengers and shippers, among other things, that liability may be limited by the Warsaw Convention and related Protocols.

‘CONFERENCE’ means the Cargo Agency Conference of IATA.

‘DAYS’S SALES AT RISK’ means the number of days from the beginning of the Agent’s Reporting Period to the Remittance Date in respect of that Reporting Period or Periods, plus a margin of ten days.

‘DELIVERY COMPANY’ means any Member, Airline, Agent or Ground Handling Company that participates in a particular CASS-Import & Terminal Charges.

‘DEFAULT’ means that an Agent/Intermediary/ Freight Forwarder, or one of its locations, has breached the provisions of the Cargo Agency Rules to the extent that remedial action is required, and for which failure to take such action may ultimately result in the termination of that Agent/Intermediary/Freight Forwarder Agreement.

‘DIRECTOR GENERAL’ means the Director General of IATA or his authorised representative.

‘EUROPEAN AIR CARGO PROGRAMME’ (sometimes referred to as “EACP”) means the European air cargo distribution system managed by IATA in support of the Cargo Intermediary Agreement.

‘EUROPEAN AIR CARGO PROGRAMME OPERATIONS HANDBOOK’ (sometimes referred to as the “Handbook”) means the manual published under the auspices of the EACP by the Joint Council. It contains the rules, regulations, IATA Conference Resolutions, instructions and procedures applicable to the parties actions under the Cargo Intermediary Agreement and is revised and reissued as required.

‘EUROPEAN AIR CARGO PROGRAMME RULES’ (sometimes referred to as the “EACP Rules”) means the various IATA Resolutions, rules and procedures adopted by the Cargo Agency Conference, as well as provisions established by the European Joint Council pursuant to the authority delegated to it by the Cargo Agency Conference, published in the EACP Handbook, which applies in the specified country of the IATA Cargo Intermediary.

‘FINANCIAL SECURITY’ means any financial security accepted by IATA for the purposes of recovering unpaid monies owed by the Agent to Members or Airlines.

‘GROUND HANDLING AGENT (GHA)’ means any person, appointed by one or more air carriers to carry out cargo handling, storage and preparation of freight for collection by the consignee and other activities for inbound freight in the area covered by the CASS-Import & Terminal Charges.

‘GUARANTOR’ means any legal entity that acts as guarantor of the indebtedness, liabilities, and obligations of an Accredited Cargo Agent for the benefit of Members of Airlines.

‘HANDBOOK FOR CARGO AGENTS’ (see ‘CARGO AGENT’S HANDBOOK’).

‘HEAD OFFICE LOCATION’ means the IATA Cargo Agent’s principal place of business.

‘HINGE ACCOUNT’ means the account opened by the ISS Management with the Settlement Office for a given period of settlement, used to receive CASS remittances and to pay out monies due.

‘IATA’ means the International Air Transport Association, incorporated by Special Act of the Canadian Parliament, having its Head Office at 800 Place Victoria, Montreal, in the Province of Quebec, Canada and an office at 33 Route de l’Aéroport, 1215 Geneva 15 Airport, Switzerland.

‘IATA CARGO AGENT’ (see ‘AGENT’).

‘IATA CARGO INTERMEDIARY’ means a freight forwarder or Cargo Agent, which has executed an IATA Cargo Intermediary Agreement having been adjudged to have met the registration and retention criteria of the European Air Cargo Programme rules, or the South West Pacific Cargo Agency Programme.

‘IATA-FIATA ENDORSED FORWARDER’ (sometimes called ‘IATA-FIATA Freight Forwarder’ or ‘IATA-FIATA Forwarder’ or ‘IFACP Endorsed Forwarder’ or ‘IFACP Forwarder’) means an entity in good standing under the IATA-FIATA Air Cargo Program (IFACP), where implemented, which has executed an IFACP Agreement. While the legal
status of a cargo agent versus a forwarder differs with regard to rules of contract construction and liability, for reasons of nomenclature, contract bids or fulfilling government licensing requirements, the term “IATA FIATA Freight Forwarder” is equivalent to the term “IATA Cargo Agent” or “IATA Cargo Intermediary”.

‘IATA NUMERIC CODE’ (sometimes called the ‘Numeric Code or Designator’) means the numeric, or alpha numeric code, assigned and managed by IATA in accordance with Resolution 821 to identify specific entities involved in air cargo transportation and/or cargo offices or air cargo points of sale.

‘IATA RESOLUTION’ means a formally adopted decision of an IATA Traffic Conference, promulgated as such.

‘IATA TRAFFIC CONFERENCE AREA 1’ All of the North and South American Continents and adjacent islands, Greenland, Bermuda, the West Indies and Islands of the Caribbean, the Hawaiian Islands (including Midway and Palmyra).

‘IATA TRAFFIC CONFERENCE AREA 2’ All of Europe (including that part of the Russian Federation west of the Urals) and adjacent islands, Iceland, Ascension Island, that part of Asia lying west of and including Iran.

‘IATA TRAFFIC CONFERENCE AREA 3’ All of Asia and adjacent islands, except the portion included in Area 2, all of the East Indies, Australia, New Zealand and adjacent islands, the islands of the Pacific Ocean except those included in Area 1.

‘IFACP’ means the IATA FIATA Air Cargo Program.

‘IMPORT CHARGES’ means charges entered on an Air Waybill at origin or in transit to be collected at destination and any charges incurred at destination and accruing to the Airline.

‘INTERMEDIARY’ (see definition for ‘IATA Cargo Intermediary’).

‘ISS MANAGEMENT’ means the appropriate department of IATA responsible for the administrative and operational functions of the IATA Settlement Systems, such as ISS budgets (cost and revenues), ISS staffing, ISS contracts (service agreements) to include signature authority and ISS office management and administration. This includes the local designated ISS representative for Cargo, who shall have overall responsibility for the CASS-Export or the CASS-Import.

‘LOCAL CUSTOMER ADVISORY GROUP-CARGO’, also referred to as LCAGC, is established by the Cargo Agency Conference, and provides advice to ISS Management on customer service issues and, in particular, establishing and addressing local needs.

‘LOCAL CUSTOMER SERVICES MANUAL—CASS (IMPORT/EXPORT)’ means the Manual published in a particular country or group of countries for which there is a CASS in accordance with Appendix ‘H’ to Resolution 851 and Appendix ‘G’ to Resolution 853, as amended from time to time.

‘LOCAL FINANCIAL CRITERIA’ means the standards used to assess the financial stability of an Agent or applicant in a country/countries or Region, as may be recommended by a Joint Council or IATA CARGO AGENCY PANEL (ICAP) and adopted by the Conference.

‘MEMBER’ means a Member of IATA.

‘NOTICE OF IRREGULARITY’ means a warning letter sent to an Agent/Intermediary/Freight Forwarder to inform him that some failure has been detected on his part in matters such as reporting or remittance.

‘PARTICIPATING AIRLINES’ means a Member participating, or a non-IATA carrier participating in the Cargo Accounts Settlement System of a country/area.

‘PERSON’ means an individual, partnership, firm, association, company or corporation.

‘PRINCIPAL’ as used in Resolution 871 means an appointing Member, or in the case of Subcontraction, the original appointing Member.

‘PROGRAM SECRETARIAT’ (or IATA-FIATA Air Cargo Program Secretariat or IFACP Program Secretariat) means the official as may be appointed from time to time by the IFGB. The holder of that office shall be responsible for endorsement and retention of Forwarders and day-to-day administration of the IFACP in accordance with the Program rules.

‘READY FOR CARRIAGE’ refers to consignments which meet the requirements as set forth in Resolution 833 entitled ‘Ready for Carriage Consignments.’

‘RECIPIENT’ means any person who is party to a CASS-Import Recipient agreement in accordance with the terms of Resolution 853.

‘REGION’ means a geographic area composed of one or more states or countries, where specific rules or Resolutions will apply, and where governance of such rules or Resolutions may be partially delegated to a local or regional group or council.

‘RESOLUTION, IATA’ means a formally adopted decision of an IATA Traffic Conference, promulgated as such.

‘SALES AT RISK’ is calculated by dividing the Days’ Sales at Risk by 90 days, and applying that percentage to the CASS Net Sales amount the Agent made in the highest 3 months in the previous 12 months.

‘SETTLEMENT OFFICE’ means the institution which, where there is a CASS, is responsible for issuing billings, receiving remittances and distributing the monies to the parties entitled thereto.

‘SOUTH WEST PACIFIC (SWP)’ is the area comprised of American Samoa, Australia, Cook Islands, Fiji, French Polynesia, Kiribati, (Canton and Enderbury Islands), Nauru, New Caledonia (including Loyalty Islands), New Zealand, Niue, Papua New Guinea, Samoa/Independent state of, Solomon Islands of the Caribbean, the Hawaiian Islands (including Midway and Palmyra).
Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna Islands.

‘SPECIFIED COUNTRY’ means the country for which an IATA Cargo Agent has been listed by the Agency Administrator, where such agent may conduct business as an IATA Cargo Agent.

‘SUBCONTRACTION’ means the delegation of general authority in respect of Cargo sales for appointing Member(s) by a Cargo General Sales and Service Agent to another party by virtue of an agreement which shall be subject to the conditions of Resolution 871 and the prior written authority of the original appointing Member.

‘SUBMISSION DATE’ means the day on which the Air Waybill Transmissions are required to be in the possession of the Settlement Office as described in IATA Cargo Agency Conference Resolution 801r, Subsection 2.2. Notwithstanding anything to the contrary stated in Resolution 801r, Section 2, a CASS Airline may submit Air Waybill Transmittals to the Settlement Office by the submission date which include accountable transactions occurring prior to the reporting period.

‘TRAFFIC CONFERENCE’ means a Conference of Members established by IATA under the Provisions for the Conduct of IATA Traffic Conferences, whether it be a Cargo Tariff Coordinating Conference or a Cargo Procedures Conference.

‘TERMINAL CHARGES’ means any charges, where agreed, resulting at destination associated with the importation of Cargo, including, but not limited to, handling of storage fees. Additionally any charges, where agreed, that may be levied for export consignments, but not reflected on the Air Waybill (AWB).

‘TRIP AUTHORISATION’ means a written document issued by the Agency Administrator to an Agent to be presented to the Member when applying for reduced fare transportation under the provisions of Subparagraph 5.1 of Resolution 881.

‘USA’ means the 50 States, the District of Columbia, the Commonwealth of Puerto Rico and possessions of the United States of America in Area 1 and Area 3.

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**RESOLUTION 829**

**AGENCY ADMINISTRATOR**

CAC1(CAC 44)829 (except Expiry: Indefinite USA) (amended) Type: B
CAC2(CAC 44)829 (amended)
CAC3(CAC 44)829 (amended)

**AGENCY ADMINISTRATOR**

RESOLVED that, as defined in Resolution 823, the Agency Administrator is the IATA official designated by the Director General of IATA as the holder of that office, or his authorized representative, responsible for the management of any Agency or Intermediary Programme in accordance with the Rules and Resolutions as established by the Conference.

1. The Agency Administrator has the autonomy to act in extraordinary circumstances to protect the interests of any Agency or Intermediary Programme. Any action taken in extraordinary circumstances shall be reported immediately to the CPCMG Chairman and shall be reviewed by the CPCMG at the next meeting or at an emergency meeting if deemed appropriate by the CPCMG Chairman.
RESOLUTION 831

CONSEQUENCES OF VIOLATION OF AIR WAYBILL OR SHIPMENT RECORD COMPLETION PROCEDURES

WHEREAS it is in the interest of the industry that consumers have access to a maximum number of Air Waybill issuance outlets; and

WHEREAS, it is further recognized that under certain routes and as agreed between Shippers and Carriers, electronic means to preserve the shipment record in lieu of the Air Waybill may be used pursuant to Cargo Services Conference Resolution 600f and that it is also in the interest of the industry; and

WHEREAS IATA Members have accordingly deposited stock of their Air Waybills with Cargo Agents or Intermediaries or have authorized Cargo Agents or Intermediaries to issue Shipment Records on behalf of the Shippers to better serve the Shippers; and

WHEREAS custody and completion of such Air Waybills or Shipment Records are governed by Members' rules and the procedures described in the Cargo Agent's Handbook, Air Cargo Program Handbook or the IATA Cargo Services Conference Manual as applicable, copies of which are provided to Cargo Agents or Intermediaries by the Agency Administrator and compliance with which is mandatory upon each Cargo Agent or Intermediary under the terms of the Cargo Agency or Cargo Intermediary Agreement as applicable;

RESOLVED that:

1. all Cargo Agents or Intermediaries be reminded that, practices such as those listed below, violate the governing conditions referred to above. They harm Members' legitimate interests and can accordingly result in action being taken under the provisions of the Cargo Agency or Air Cargo Program Rules and the Cargo Agency or Cargo Intermediary Agreement:

   1.1 entering incorrect weight on an Air Waybill or Shipment Record thereby causing losses in revenue to Members;

   1.2 entering inapplicable commodity item number, resulting in carriage at less than the applicable rate;

   1.3 failing to enter chargeable weight and relevant dimensions (when applicable) thus causing revenue losses to Members;

   1.4 entering incorrect or incomplete description of goods thereby allowing carriage at less than the applicable rate; and in the case of dangerous goods endangering the safety of aircraft, crew and passengers;

   1.5 failing to enter the complete contact address of the consignee including telephone number in case of “Special Cargoes”, thereby causing non-delivery of such shipments in due course;

   1.6 entering amounts in the “Due Agent” prepaid box in excess of what is agreed locally without breakdown of such amounts.

2. in this Resolution the use of words and expressions in the singular shall, where the context so permits, be taken to include their use in the plural and vice versa.
RESOLUTION 833

READY FOR CARRIAGE CONSIGNMENTS

CAC1(41)833 (except USA) Expiry: Indefinite (amended)
CAC2(41)833 (amended)
CAC2(41)833 (amended)

RESOLVED that:

1. an IATA Cargo Agent or Intermediary shall deliver (or arrange for delivery of) consignments to a Member ready for carriage.

2. as used in Resolutions the following requirements shall have been met in order to render a consignment ‘ready for carriage’:

2.1 the Air Waybill or the Shipment Record shall be issued in accordance with Resolution 600a or Recommended Practice 1670 respectively, accurate and complete in all respects; and in the case of the Air Waybill, not more than the following parts shall be removed from the Air Waybill set by an IATA Cargo Agent:

2.1.1 original 3 (for shipper)

2.1.2 copy 8 (for Agent)

2.1.3 original 1 (for issuing carrier) where required by the Member whose Air Waybill is issued;

2.2 disbursement amounts if any and applicable charges shall be entered on the Air Waybill or the Shipment Record in accordance with Resolution 614;

2.3(a) all documents necessary for:

2.3(a)(i) determining the nature of the goods, and

2.3(a)(ii) for the transport of each consignment, including those required by any governmental body,

2.3(b) shall be completed and accompany the Air Waybill or the Shipment Record;

2.4 where the Agent and a Member have agreed that Air Waybill data with respect to the consignment shall be transmitted via electronic means by the Agent to the Member, the Agent shall transmit such data so as to reach the Member prior to tender of the consignment to the Member’s point of acceptance;

2.5 the contents of each consignment shall be properly packed so as to withstand all conditions normally incidental to transportation and where appropriate comply with the provisions of the IATA Dangerous Goods Regulations;

2.6 all packages of each consignment shall be marked and labeled in accordance with Resolutions 600, 606, 606a, 607 and where appropriate with the IATA Perishable Cargo Regulations and the IATA Temperature Control Regulations;

2.7 the labelling and marking on all packages shall be fully visible and all old labels and markings shall be obliterated.

3. DANGEROUS GOODS

3.1/3.1.1 all consignments containing dangerous goods shall comply with the IATA Dangerous Goods Regulations;

3.1.2 Shipper’s Declaration, duly signed and completed or an electronic Shipper’s Declaration for Dangerous Goods duly completed, as set forth in the IATA Dangerous Goods Regulations, shall be provided by the shipper or his authorised agent; mixed consignments which include dangerous goods shall comply with the provisions of Resolution 600;

3.1.3 in the event that a Member shall come into possession of information indicating a misrepresentation or violation of the IATA Dangerous Goods Regulations, including the Shipper’s Declaration, by an IATA Cargo Agent, such Member shall promptly give notice of such misrepresentation or violation to the Agency Administrator who shall file a complaint against the IATA Cargo Agent, pursuant to the appropriate provisions of the Cargo Agency Rules.

4. SECURITY ADHERENCE

consignments delivered to a Member shall be prepared ready for carriage in accordance with security control instructions provided by the National Authority and additional instructions provided by the Member.
RESOLUTION 833a
SECURITY MEASURES FOR INTENDED CONSOLIDATED CONSIGNMENTS

CAC1(33)833a (except USA)  Expiry: Indefinite
CAC2(33)833a                  Type: B
CAC3(33)833a

WHEREAS Resolution 833 requires that consignments delivered to a Member shall be prepared ready for carriage in accordance with security control instructions provided by the National Authority and additional instructions provided by the Member and,

WHEREAS the spirit of recently introduced air security measures require that no detail of carrier or flight in respect of a consolidated consignment be released, other than as permitted by any national authority security directive, and

WHEREAS the terms ‘consolidated consignment’ and “known shipper” as defined in the relevant Recommended Practices of the Cargo Services Conference are reflected in the IATA Cargo Agent’s Handbook, it is therefore

RESOLVED that:

1. an IATA Cargo Agent shall:
   
   1.1 not distribute printed or otherwise published consolidation schedules for general distribution showing planned carriers and flights;

   1.2 not communicate by any means, other than as permitted by National Authority security directives, the identity of the planned carrier or flight.

Editorial Note: These are the definitions referred to above:

‘CONSOLIDATED CONSIGNMENT’ a consignment of multi-packages which has been originated by more than one person each of whom has made an agreement for carriage by air with another person other than a scheduled air carrier. Conditions applied to that agreement may or may not be the same as conditions applied by the scheduled air carrier for the same carriage.

‘KNOWN SHIPPER’ means any entity who conducts business with a carrier, an agent or a freight forwarder and provides security controls that are accepted by the appropriate authority and/or carrier in respect of cargo, courier and express parcels, and mail.

RESOLUTION 849
TIE IN TRANSFERAL RESOLUTION & AIRLINE GENERAL CONCURRENCE

CAC1(45)849 (except USA)  Expiry: Indefinite
CAC2(45)849 (amended)     Type: B
CAC3(45)849 (amended)

WHEREAS, the Cargo Agency Conference has been established to take action on matters relating to relationships between airlines and intermediaries;

WHEREAS, over the last few decades the air cargo industry has seen a shift in status among cargo intermediaries from agents of the airlines to customers (freight forwarders) of the airlines;

WHEREAS, as a result of this shift in commercial relationships, IATA and FIATA established the IATA FIATA Governance Board (IFGB) to develop the IATA FIATA Air Cargo Program (IFACP), a program jointly administered by freight forwarders and airlines

WHEREAS, the Cargo Agency Conference recognizes that the IFACP is the natural evolution of the IATA Cargo Agency and Cargo Intermediary Programs; and

WHEREAS, the Cargo Agency Conference recognizes the need to maintain existing commercial relationships between IATA Cargo Agent and Intermediary entities and the airlines to ensure the unencumbered flow of global cargo, it is

RESOLVED that

1. Members acknowledge and agree that the IATA FIATA Governing Board (IFGB) shall be responsible for:

   (a) the management of the IFACP; and

   (b) the establishment and maintenance of the relevant operational and financial criteria for endorsement of IATA-FIATA Freight Forwarders.

2. Members hereby adopt the General Concurrence set forth in Annex ‘A’ and thereby designate each of their appointed IATA Cargo Agents/Intermediaries as an “IATA FIATA Endorsed Forwarder” under the operational and financial criteria as so determined by the IATA FIATA Governing Board (IFGB).

3. The form of General Concurrence set forth in Annex ‘A’ to this Resolution sets out the terms and conditions that apply in respect of the ACP. It is agreed by adoption, or for non-IATA air carriers by signature, that each Airline provides authorization to IATA, Director General, to:

   a) enter into and maintain an IFACP Agreement on its behalf, with individual Forwarders which are or will be endorsed in the IFACP and with whom it may elect to do business,
b) allow IFACP Endorsed Forwarders to participate in CASS where it operates, to facilitate and take advantage of the efficiencies for billing and settlement of accounts between Airlines and Forwarders,

c) continue to manage "Industry Financial Securities" currently administered by IATA, to the extent that there are any industry bank guarantees or default insurance schemes in the future. Such industry financial securities, should they arise out of the Local Financial Criteria established by the IFGB in respect of the IFACP forwarder endorsement procedures, will be handled as part of the responsibilities of the IFACP Program Secretariat. However, in the event that a Carrier requires a separate bank guarantee from an IATA FIATA Forwarder, such Airline assumes all risk management responsibility and hereby agrees that in the event of a default by the Forwarder under CASS, the Airline would not be entitled to any payment under the Forwarder's industry bank guarantee, default insurance or any other financial security provided to IATA.

4. Such General Concurrence shall automatically take effect on the date on which IATA declares effective the IATA FIATA Air Cargo Program in a particular country or region. Unless it is withdrawn by an IATA Member Airline, for any reason, including those who wish to impose bilateral criteria in addition to those referred to in 1(b) above. In which case the Airline may withdraw its General Concurrence, in respect of a country(ies) or specific Forwarder(s), with three calendar months advance notice in writing to the IATA Director General. Notwithstanding the foregoing, any individual carrier and Forwarder reserve the right to do business as bilaterally agreed.
RESOLUTION 849
Annex ‘A’

STATEMENT OF GENERAL CONCURRENCE

The IATA Member, or non-IATA air carrier, referred to hereinafter as ‘the Airline’ hereby deposits with the IATA Director General, its Statement of Concurrence in respect of its participation in the IATA-FIATA Air Cargo Programme (IFACP).

1. The Airline is hereby notified that IATA has entered into a Cooperation Agreement with FIATA in order to establish the IATA-FIATA Governance Board to jointly develop and manage the IATA-FIATA Air Cargo Programme (IFACP).

2. The IFACP sets out the framework of working relationships between forwarders and airlines, on a principal to principal basis, including in respect of the purchase of international air cargo transportation services and/or the handling and delivery to carriers of cargo consignments. The IFACP will supersede and replace the current IATA Cargo Agency/Intermediary Programmes globally and current IATA Cargo Agents/Intermediaries will transfer to become IFACP Endorsed Forwarders upon signature of an IFACP Freight Forwarder Agreement, executed with IATA acting on behalf of Airlines.

3. The Airline acknowledges therefore that they are required to amend their current appointments of IATA Cargo Agents in order to reflect the IFACP principal to principal relationship.

4. The Airline hereby agrees to deposit with the IATA Director General, a Statement of General Concurrence in respect of the IATA-FIATA Air Cargo Programme (IFACP) and Forwarders which are, or will be endorsed in accordance with the IATA-FIATA Air Cargo Programme (IFACP) rules, and with whom, the Airline may elect to do business.

5. Further, the Airline authorises the IATA Director General to execute on its behalf a IFACP Forwarder Agreement and acknowledges that a contractual relationship is thereby created between the Forwarder and the Airline, with respect to the purchase of international air cargo transportation services (‘airfreight’) and/or the handling and delivery to the Airline of cargo consignments;

6. The Airline hereby concurs with the terms and conditions of IATA-FIATA Air Cargo Programme (IFACP) rules, as published in the IFACP Handbook. The Airline acknowledges that the conditions of the IFACP may be amended by the IATA-FIATA Governance Board (IFGB) from time to time, upon serving Airlines notice in writing reasonably in advance of the effectiveness of such amendment(s);

7. The Airline authorises the IATA Director General on its behalf to apply CASS Participation Rules (Resolution 851r) setting out published terms and conditions, in respect of an IFACP Endorsed Forwarder in those countries where an IATA CASS operation exists and the Airline and Forwarder participate in the CASS;

8. The Airline recognizes that IATA is administering the IFACP as agent for and pursuant to instructions given to it by the IFGB and accordingly agrees to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the IFACP;

9. The Airline agrees to participate and contribute to the IFACP in markets where it operates. The fee structure and level of individual participant fee amounts will be as established from time to time by the IATA-FIATA Governance Board (IFGB) to cover the operating expenses of the programme;

10. The Airline hereby confirms that this General Concurrence shall become effective in countries where the IFCAP applies, replacing previous IATA Cargo Agency or Intermediary Programmes. Any previously executed General Concurrence shall nonetheless remain in effect applicable to IATA Cargo Agency or Intermediary Programmes where the IFACP has not been introduced.

11. This Statement shall come into effect for the Airline upon implementation of the IFACP and should remain in effect, unless it is withdrawn by the Airline, who wishes to impose bilateral criteria in addition to those referred in point 6 above, in respect of a country or specific Forwarder, with three calendar months advance notice in writing to the IATA Director General. In such case, the Airline shall simultaneously notify any Forwarder(s) excluded from the General Concurrence and advise the Airline’s individual bilateral requirements. When such requirements are met, the Airline may re-deposit its concurrence with the Forwarder(s) concerned and shall so notify IATA, Director General.
Adopted as a Resolution by IATA Member Airlines

To be signed by non-IATA air carriers and returned to:

To: IATA Director General c/o IATA, Geneva, Switzerland

Name of the Airline:
HQ Address:
HQ Country:
Signature of the Airline's representative authorized to sign
Name and Title within the Airline:
Airline name and Date: .................................................................

Note: This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 849
Annex ‘B’

FORM OF INDIVIDUAL DESIGNATION

The IATA Member, or non-IATA air carrier, referred to below

(Name of Airline)

and hereinafter as ‘the Airline’ hereby deposits with the IATA Director General, its Individual Designation in respect of its participation in the IATA-FIATA Air Cargo Program (IFACP) in ______________________(country) and in respect of those IFACP Endorsed Forwarders, listed in Schedule ‘A’ to this form.

1. The Airline acknowledges that IATA has entered into a Cooperation Agreement with FIATA in order to establish the IATA-FIATA Governance Board to jointly develop and manage the IATA-FIATA Air Cargo Program (IFACP).

2. The IFACP sets out the framework of working relationships between forwarders and airlines, on a principal to principal basis, including in respect of the purchase of international air cargo transportation services and/or the handling and delivery to carriers of cargo consignments.

3. The Airline hereby wishes to deposit with the IATA Director General, this Individual Designation specifically in respect of the IATA-FIATA Air Cargo Program (IFACP) in the above-mentioned country and for Forwarders listed in Schedule ‘A’ which are, or will be endorsed in accordance with the IATA-FIATA Air Cargo Program (IFACP) rules, and with whom, the Airline may elect to do business.

4. Further, the Airline authorises the IATA Director General to execute on its behalf an IFACP Forwarder Agreement and acknowledges that a contractual relationship is thereby created between the Forwarder and the Airline, with respect to the purchase of international air cargo transportation services (‘airfreight’) and/or the handling and delivery to the Airline of cargo consignments;

5. The Airline hereby concurs with the terms and conditions of IATA-FIATA Air Cargo Program (IFACP) rules, as published in the IFACP Handbook. The Airline acknowledges that the conditions of the IFACP may be amended by the IATA-FIATA Governance Board (IFGB) from time to time, upon serving Airlines notice in writing reasonably in advance of the effectiveness of such amendment(s);

6. The Airline authorises the IATA Director General on its behalf to apply CASS Participation Rules (Resolution 851r) setting out published terms and conditions, in respect of an IFACP Endorsed Forwarder in those countries where an IATA CASS operation exists and the Airline and Forwarder participate in the CASS;

7. The Airline recognizes that IATA, as Program Secretariat, is administering the IFACP as agent for and pursuant to instructions given to it by the IFGB and accordingly agrees to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the IFACP;

8. The Airline agrees to participate and contribute to the IFACP in markets where it operates. The fee structure and level of individual participant fee amounts will be as established from time to time by the IATA-FIATA Governance Board (IFGB) to cover the operating expenses of the programme;

9. The Airline hereby confirms that this Individual Designation shall become effective in the specified country, where the IFCAP applies and in respect of specified IFACP Forwarders

10. This Statement shall come into effect for the Airline upon implementation of the IFACP and should remain in effect, unless it is withdrawn by the Airline, in respect of any IFACP Forwarder, with three calendar months advance notice in writing to the IATA Director General.
To: IATA Director General c/o IATA, Geneva, Switzerland

Name of the Airline:
HQ Address:
HQ Country:
Signature of the Airline’s representative authorized to sign
Resolution 849, Annex ‘B’
To complete

Schedule ‘A’
List of IFACP Forwarders covered by this Individual Designation in ____________________________ (country)
Forwarder—Full name and address, post-code, city IATA code (if known)

Note: This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief
Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional
documents, resolution or power of attorney.
RESOLUTION 851

CARGO ACCOUNTS SETTLEMENT SYSTEM

CAC1(47 & Mail C065/070)851 Expiry: Indefinite (except USA) (amended) Type: B
CAC2(47 & Mail C065/070)851 (amended)
CAC3(47 & Mail C065/070)851 (amended)

WHEREAS the 1998 IATA Annual General Meeting agreed to restructure the IATA Industry Settlement Systems and has approved IATA to be responsible to the IATA Board of Governors for the Management and efficient operation of this business activity and to that end has authorised changes in the management and operation of the IATA Industry Settlement Systems (hereafter referred to as "ISS"), and

WHEREAS it is therefore necessary to recognise the responsibility of IATA for all ISS administration and operational functions, such as:
- ISS budgets (cost and revenues)
- ISS staffing
- ISS contracts (service agreements) to include signature authority
- ISS office management and administration

And further to recognise that ISS matters will be supervised by the IATA Board of Governors, and

WHEREAS the IATA Board of Governors has charged the Cargo Committee to provide advice and guidance to the Board on all Cargo settlement matters, and

WHEREAS the IATA Cargo Committee has established a CASS Policy Group (hereinafter referred to as "CPG") to provide policy direction to IATA on CASS matters and to provide advice to IATA on all matters relating to the functional management and operation of CASS;

WHEREAS it is recognised that the terms of reference and activities of the CPG are to:
- Provide a CASS consultative forum between IATA and Member airlines
- Formulate a global representation policy
- Develop the CASS cost sharing formula and CASS pricing policy
- Develop a CASS country development plan
- Approve the commencement of all new feasibility studies and appoints CASS feasibility study groups to work with IATA in the preparation of feasibility study reports
- Review reports received from the Local Customer Advisory Groups
- Monitor local CASS member costs
- Review the CASS budgets on a consultative basis

WHEREAS it is further recognised that in the event of any disagreement or dispute between the CPG and IATA, such dispute shall be referred to the Cargo Committee;

WHEREAS ISS Management shall operate in accordance with the IATA Settlement Systems Service Provisions Manual, the CASS Technical Specifications Handbook and the Local Customer Services Manual which describe the provision of services in the operating CASSs;

WHEREAS the Cargo Agency Conference (hereafter referred to as "the Conference") exercises authority and responsibility over the IATA Cargo Agency Programme, including the relationship between Airlines and Agents, and

WHEREAS Cargo Accounts Settlement Systems (CASS) have been introduced.

It is hereby RESOLVED that,

1. CARGO AGENCY CONFERENCE

1.1 The Conference is responsible for, amongst other things, setting CASS technical standards, together with corresponding changes to Standard forms used in the operation of the CASS. These are published in the CASS Technical Specifications Handbook, Attachment A, which constitutes part hereof;

1.2 amendments to the CASS Technical Specifications Handbook shall be subject to agreement by the Conference, however, should the CASS Policy Group (CPG) recommend action be taken on a particular amendment(s) between Conferences, ISS Management shall publish the proposed amendment(s) in writing to all Members. If no protest is received from any Member within 45 days of the publication of the amendment(s), the amendment(s) will be deemed endorsed and the CASS Technical Specifications Handbook will be amended accordingly. In the event of a protest, the reasons therefore shall be given in writing and the protested amendment will be reconsidered at the next meeting of the CPG with a view to overcoming the reasons for disagreement. In the event of continuing disagreement, the matter shall be referred to the Conference for final action.

2. LOCAL CUSTOMER ADVISORY GROUPS—CARGO (LCAGC)

2.1 the Conference has established Local Customer Advisory Groups—Cargo (LCAGC) in countries wherever a CASS is in operation, to provide advice to ISS Management on local customer service issues and to coordinate local needs;

2.2 the Conference determines the procedures for establishing the membership of the LCAGC;

2.3 the Rules and Procedures for the LCAGC, as agreed by the Conference, are contained in Appendix 'B' to this Resolution and constitute part hereof.
3. FEASIBILITY STUDY—IMPLEMENTATION OF A CASS

The Head Office of any Member, or group of Members, may request ISS Management to initiate a feasibility study, respecting CASS implementation.

4. PARTICIPATION BY MEMBERS

4.1 Participation by IATA Members in any CASS is voluntary. IATA Members may join at the inception of a CASS or may join at a later date by paying the applicable joining fee set by ISS Management;

4.2 participation in any CASS shall be dependent on the Member continuing to pay the appropriate charges for those services that have been provided to the Member in connection with the operation of that CASS;

4.3 a Member's participation shall be dependent on it continuing to meet financial criteria established by the Conference, if any;

4.4 upon joining a CASS, a Member must sign a Counter-indemnity Agreement with IATA as prescribed in Appendix 'C' to this Resolution. Where a current signed counter-indemnity is in place, the changes specified in Appendix 'C' are deemed to be incorporated therein;

4.5 once a Member has joined a CASS, it automatically becomes a Billing Participant as defined in Resolution 823 "Definitions of Terms Used in Cargo Agency Resolutions;"

4.6 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the Member by the published applicable remittance date.

5. PARTICIPATION BY AGENTS/INTERMEDIARIES/FORWARDERS

Where a CASS has been adopted for a given country/area, then:

5.1 effective from the date of implementation, all Agents/Intermediaries/Forwarders in that country/area shall be governed by the provisions of Section 2 of Resolution 801r (except for countries where Resolution 805zz has been implemented in which case Resolution 801re applies, or where the IATA-FIATA Air Cargo Program is implemented then Resolution 851r shall apply) with respect to transactions made on behalf of CASS Airlines.

5.2 where a CASS is implemented, the Agency Administrator shall so advise all Agents affected.

5.3 nothing in these procedures shall preclude a CASS Airline and an Agent or Intermediary from making alternative arrangements on a bilateral basis outside of CASS.

6. CASS ASSOCIATES

6.1 The Cargo Agency Conference may decide that charges due on consignments tendered by persons other than Agents are to be collected in a particular CASS in accordance with the provisions implemented thereof. If such an agreement is effective, then a person other than an Agent may become a CASS Associate and participate in the CASS-Export provided that such person:

6.1.1 (except for area covered by Resolution 805zz) abides by financial obligations to settle through the system in accordance with Resolution 801r and meets the requirements specified in Appendix 'D'. If any other requirement is locally recommended, it should be submitted to the Cargo Agency Conference for endorsement prior to application;

6.1.2 (for area covered by Resolution 805zz) abides by financial obligations to settle through the system in accordance with Resolution 801r and is sponsored by a CASS Carrier. If the Associate has accumulated 3 payment irregularities in the preceding 12 months, a bank guarantee shall be provided by the Associate to cover its average CASS remittance value, as determined by ISS Management. If any other requirements are locally recommended, they should be submitted to the Cargo Agency Conference, for adoption, prior to its application. CASS Associates who are shipping Cargo under their ownership and who are Direct Accounts of an Airline shall not be subject to the bank guarantee provision

6.1.3 signs an agreement in the form specified in Appendix 'D' to this Resolution and pays the participation fees determined by ISS Management from time to time;

6.2 the Agency Administrator, after confirming the applicant meets the applicable criteria, signs the agreement on behalf of all Airlines participating in that CASS and shall then issue to the applicant a CASS Associate code number;

6.3 such number may only be used as long as the Associate continues to meet the qualifying requirements specified in Appendix 'D' and has paid all applicable fees;

6.4 further to Paragraphs 6.1 and 6.1.1 above, where a decision regarding Associate participation or applicable criteria is required between Conferences, a mail vote may be initiated. Providing unanimous support for the proposal is received, the proposal shall be adopted. Failure to vote will be deemed to be an abstention. Abstentions shall count as positive votes.

7. PARTICIPATION BY NON-IATA AIR CARRIERS

7.1 A non-IATA air carrier (an Airline), having lodged its own Air Waybills with Agents, may request participation in a given CASS by submitting to the Agency Administrator a Form of Application and Concurrence, in which, amongst other things, they agree to be bound by the applicable Cargo Agency Resolutions. The Form is prescribed in Appendix 'E' to this Resolution;
7.2 upon acceptance by the Agency Administrator, the Airline agrees;

7.2.1 to pay the applicable joining fees set by ISS Management;

7.2.2 to contribute to the management and other costs of such CASS as set by ISS Management;

7.2.3 to meet the financial criteria established by the Conference, if any;

7.3 participation in any CASS shall be dependent on the Airline continuing to pay the appropriate charges for those services that have been provided to the Airline in connection with the operation of that CASS;

7.4 upon joining a CASS, an Airline must sign a Counter-indemnity Agreement with IATA as prescribed in Appendix ‘C’ to this Resolution;

7.5 once an Airline has joined a CASS, it may elect a mode of Participation, Billing or Full, as defined in Resolution 823 “Definitions of Terms Used in Cargo Agency Resolutions”;

7.6 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the Non-IATA Carrier by the published applicable remittance date.

7.7 A non-IATA Carrier cannot participate in a CASS either directly or indirectly through a GSSA without a proper IATA Air Carrier Designator and Prefix (Numeric) Code.

8. PARTICIPATION BY GENERAL SALES AND SERVICE AGENTS (GSSAs)

For the purpose of this Paragraph, the term ‘General Sales and Service Agent (GSSA)’ shall also include any Person appointed by one or more air carriers to carry out accounting functions in respect of cargo sales transactions made by Agents on behalf of such carrier(s), but not performing sales reservations functions:

8.1 a General Sales and Service Agent (GSSA), appointed by air carriers which have lodged their own Air Waybills with Agents, may request participation in a given CASS by submitting a Form of Application and Concurrence to the Agency Administrator. The form, prescribed in Appendix ‘F’ to this Resolution, amongst other things, binds the applicant to the Cargo Agency Administration Rules;

8.2 the appointing Member or Airline shall be requested to confirm the appointment by submitting a Form of Authorisation. This form is described in Appendix ‘G’ to this Resolution;

8.3 upon acceptance by the Agency Administrator, the GSSA agrees;

8.3.1 to pay the applicable joining fees set by ISS Management;

8.3.2 to contribute to the management and other costs of such CASS as set by ISS Management;

8.3.3 to meet the financial criteria established by the Conference, if any;

8.4 participation in any CASS shall be dependent on the GSSA continuing to pay the appropriate charges for those services that have been provided to the GSSA in connection with the operation of that CASS;

8.5 upon joining a CASS, a GSSA must sign a Counter-indemnity Agreement with IATA, as prescribed in Appendix ‘C1’ to this Resolution;

8.6 once a GSSA has joined a CASS, it may elect a mode of Participation, Billing or Full, as defined in Resolution 823 “Definitions of Terms Used in Cargo Agency Resolutions”;

8.7 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the General Sales and Service Agent by the published applicable remittance date.

8.8 A legal entity appointed by an air carrier as a GSSA for the country concerned may not apply for accreditation as an IATA Cargo Agent/Intermediary. (A General Sales and Services Agent is one to whom an airline has delegated general authority to represent it for required to provide further information or additional purposes of overseeing sales in a defined territory).

9. IATA SETTLEMENT SYSTEM SERVICE PROVISIONS MANUAL

ISS Management, in consultation with the CPG, shall produce an IATA Settlement System Service Provisions Manual containing terms, conditions and codes of conduct of CASS operations applicable in all areas. The CPG will be responsible for the content of the Manual, however it shall at all times be in conformity with applicable IATA Resolutions.

10. LOCAL CUSTOMER SERVICES MANUAL

Wherever a CASS has been implemented, ISS Management shall produce a Local Customer Services Manual, containing local terms, conditions and codes of conduct of the local CASS operation. The Cargo Agency Conference delegates the authority for the contents of this Manual to the Local Customer Advisory Groups Cargo (LCAGC), for subsequent endorsement by the CPG. The contents of this Manual shall be in conformity with applicable IATA Resolutions and are described in Appendix H.
11. VOLUNTARY TERMINATION

A Member, Airline or GSSA may withdraw from a particular CASS by giving written notice of not less than 3 months and shall be liable for its share of all costs through to the end of the notice period, except that a GSSA’s participation may be terminated when the Member appointing the GSSA has notified the Agency Administrator, in accordance with Resolution 871, within not less than 3 calendar months’ notice in writing that they have terminated their appointment of the GSSA.

12. AIRLINE SUSPENSION OF OPERATIONS

12.1 Reasons for Suspension

Where an airline participating in a CASS (“the CASS Airline”) ceases all operations either temporarily or permanently, due to financial or other reasons; or where the CASS Airline becomes subject to bankruptcy, moratorium of debt, or reorganization or similar proceedings; or when the CASS Airline does not have a valid designator/prefix and accounting code assigned by IATA; or where a CASS Airline defaults on a material obligation under the CASS; or when the CASS Airline is suspended from the IATA Clearing House, BSP, or other IATA settlement system; or when IATA otherwise determines that there are sufficient financial grounds to suspend the CASS Airline, IATA shall evaluate whether the CASS Airline should be suspended from all CASS operations and the action to be taken, based on the pertinent information available.

In the event of eligibility for suspension pursuant to one or more of the above events; or if the CASS Airline defaults on a material obligation to IATA in respect of the IATA Clearing House, BSP, or other financial arrangement for services provided by IATA; or if ISS Management determines that the integrity of the CASS is at risk, IATA may withhold funds due from the CASS to the CASS Airline in order to settle the debt or potential risk. IATA may also require the Airline to provide a centrally held security deposit, or alternative security acceptable to IATA to be held centrally, and calculated so as to cover funds at risk for a minimum of one month.

Pursuant to Resolution 851 Attachment F at 4.3.2, if the CASS Airline is represented by a General Sales and Service Agent (GSSA) and is suspended from CASS for any reason, the transactions processed by the GSSA on behalf of the CASS Airline shall be subject to the same conditions as applicable to that CASS Airline.

12.2 Action by ISS Management

When an Airline ceases operation, ISS Management will continue to collect monies due to such airline in accordance with the settlement office procedures.

An Agent or Associate (or in Europe, an Intermediary) would not be expected to settle any amount in respect of an air waybill of an airline that has ceased operations, where as a direct consequence of such cessation of operations, the consignment has not been transported in accordance with the original shipping instructions. In this case the normal CASS dispute procedures apply.

12.3 Lifting of Suspension

If the Airline resumes its operations or the reorganisation proceedings terminate, and the Airline continues or resumes operations, ISS Management shall lift the suspension.

13. OTHER TERMINATION

13.1 notwithstanding paragraph 11 of this Resolution, if ISS management has reason to believe that a CASS Airline may be unable to satisfy its indebtedness to the CASS and

13.1(a)(i) such CASS Airline owes in excess of USD10,000 or equivalent for CASS related processing and management fees, and has been requested to pay the CASS on the applicable date,

13.1(a)(ii) ISS Management has notified such CASS Airline of the amount owing.

13.1(a)(iii) the amount owing remains outstanding more than five working days after the date of notification and such Member Airline has not disputed the debt,

13.1(b) if a CASS Airline fails to pay any amount due in relation to a CASS settlement, as provided for in subparagraph 4.2 or 7.3 above;

13.1(c) then ISS Management may suspend or terminate such CASS Airlines’ participation in all CASS.

14. TIE-IN

Appendices:

(Attachment ‘A’ is the CASS Technical Specifications Hand Book and is published separately).

Appendix A: Intentionally left blank
Appendix B: Local Customer Advisory Group–Cargo, Rules and Procedures
Appendix C: Counterindemnity
Appendix C1: Counterindemnity for GSSAs
Appendix D: Associate Agreement
Appendix E: Application and Concurrence–Non-IATA Carrier
Appendix F: Application and Concurrence–General Sales Agent
Appendix G: Form of Authorisation

15. SUSPENSION FROM CASS

Pursuant to the provisions of paragraphs 4, 7 and 8 of Resolution 851, a CASS participant may be suspended
from CASS for not adhering to participation conditions and obligations.

16. CLOSURE OF CASS OPERATION

Should it be necessary, for whatever reason to consider closure of an operating CASS, ISS Management will consult with the CASS Airlines. In the event of closure, ISS Management will normally give notice of at least 12 months to CASS Airlines. All costs relating to the closure incurred during the period of the notice and/or arising after closure will be apportioned between the CASS Airlines in accordance with the ISS pricing formula.

17. RIGHT OF SET OFF

ISS Management shall have the right to set off any debt or claim owed by such Airline to CASS in relation to a CASS settlement, including any amount owed by the Airline to IATA for the provision of CASS processing and management fees, against any monies held or owed by IATA or any of its divisions and which are payable to that Airline. Similarly, ISS Management shall have the right to set off any debt or claim owed by an Airline to IATA or any of its divisions against any monies held or owed by IATA in any CASS.

RESOLUTION 851

Appendix ‘B’

RULES AND PROCEDURES LOCAL CUSTOMER ADVISORY GROUPS CARGO (LCAGC)

1. Function

Local Customer Advisory Groups–Cargo (LCAGC) are established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to ISS Management on customer service issues and in particular, establishing and addressing local needs.

2. Membership

The LCAGC will normally consist of not more than 10 persons. The Cargo Agency Conference may authorise a larger number, following a request from an area. LCAGC members and their designated alternates shall be elected for a two-year term by all Participating Airlines in that CASS, from nominations received from these Participating Airlines. Ideally, LCAGC members should be suitably qualified representatives at a senior level, providing expertise in the different fields of the CASS activity. LCAGC members attend LCAGC meetings as local industry representatives.

2.1 If elected, GSSAs/GSAs may be accepted as LCAGC members. They may participate in LCAGC meetings representing themselves alone and not representing their appointing Airlines.

2.2 A Participating Airline may nominate a suitably qualified individual from a GSSA/GSA. If elected, such GSSA/GSA individual shall attend the LCAGC meetings as a local industry representative, and their LCAGC membership shall represent no greater weight than any other LCAGC member despite that the GSSA’s/GSA’s business may serve as an agent or representative of more than one Participating Airline.

3. Meetings, Quorum and Voting

The frequency of meetings is determined by ISS Management, in consultation with CPG or the LCAGC. A quorum shall be a simple majority (one half plus one) of the membership. Each LCAGC is a consultative body and therefore there will be no formal voting. LCAGC will act in the form of making recommendations. Each LCAGC will elect its Chairman from among its members. The local ISS Manager will act as Secretary of these meetings. Other Participating Airlines in the CASS may attend meetings as observers, subject to the prior consent of the CAGC Secretary. Representatives of non-airline entities participating in that CASS may attend certain parts of a CAGC meeting, at the invitation of its Chairman and ISS Management. Additionally, the local/regional ISS Manager may call a customer meeting, at least once per year.
4. Activities

ISS Management may typically consult a LCAGC for:

— advice, as a user forum, on all local matters presented to it by ISS Management, concerning the local operation of CASS;

— advice to the local ISS Manager on the establishment of local CASS business requirements and enhancements, especially where differences from worldwide policy and standards are sought;

— guidance to the local ISS Manager, concerning: marketplace activities and development opportunities, and other local/area needs;

— other matters, as appropriate.

5. Agenda and Reports

The Agenda of each LCAGC shall consist of customer service issues on which ISS Management seeks the advice of the LCAGC, or proposals submitted by Participating Airlines. It shall be circulated by the LCAGC Secretary not later than 10 days before the start of the meeting. The report of LCAGC meetings shall be submitted to the CPG and circulated promptly by the Secretary to LCAGC Members, and all Participating Airlines. The Secretary of the LCAGC will provide a regular update on action taken pursuant to recommendations from the LCAGC.
RESOLUTION 851
Appendix ‘C’

COUNTERINDEMNITY AGREEMENT

Relating to the Operation of CASS-Export Bank Accounts by IATA
(“Single Counterindemnity–CASS”)

Agreement entered into:

between (Legal Name of Airline) ...............................................................

having its registered office at (full address) ..............................................

hereinafter called “the CASS-Export Airline”

and

the International Air Transport Association (IATA), a non-profit corporation under Canadian Law, having its registered
office at 800 Place Victoria, IATA Building, Montreal, Quebec, H4Z 1M1, hereinafter called “IATA”.

WHEREAS the CASS-Export Airline, jointly with other CASS-Export Airlines participating in the same respective Cargo
Accounts Settlement System (“CASS-Export”), has considered it desirable that IATA operates and maintains certain
CASS-Export bank accounts (including a “Hinge Account” for clearing services) on its behalf, and

WHEREAS IATA has agreed to provide such service subject to the CASS-Export Airline and other such airlines providing
a Counterindemnity relating to the risks arising therefrom.

IT IS THEREFORE AGREED AS FOLLOWS:

1. a. Definitions

   △ For the purposes of this Agreement, the term “Hinge Account” shall mean the bank account into which
   Agents'/Intermediaries'/Forwarders'/Associates'/Recipients' remittances are paid and from which monies are distributed to
   CASS-Export Airlines;

1. b. Applicability

   This Agreement applies to all bank accounts established and operated in the name of IATA on behalf of a CASS-Export
   for the purpose of operating through the Settlement Bank clearing services or administrative or other associated services,
   for the benefit of the CASS-Export Airline and other carriers participating in the respective CASS-Export.

2. Indemnity

   The undersigned CASS-Export Airline will indemnify IATA, its officers and employees, against any liability and costs, for
   any action taken or omitted in good faith in the performance of the operation of the Clearing (Hinge) Account or other
   accounts mentioned in Paragraph 1 above, or arising in any other way from the operation of these accounts. Such liability
   may include, inter alia, shortfalls caused by under-remittance or non-remittance by Agents/Intermediaries/ Forwarders/Associates/Recipients in cases where the Settlement Bank has credited the CASS-Export Airlines, in
   anticipation of full and timely remittance by the Agents/Intermediaries/Forwarders/Associates/Recipients. In case of such
   under-remittance or non-remittance, the undersigned CASS-Export Airline, when so requested by the CASS Manager,
   undertakes to immediately refund the corresponding amount(s) remitted to it to the CASS-Export Hinge Account, and
   herewith acknowledges and agrees that IATA and ISS Management may take all such action, including legal action, as
   deemed required in this connection, both on behalf of IATA and the CASS-Export and on behalf of the CASS-Export
   Airlines concerned. In the event of a liability arising otherwise than by way of non-remittance or under-remittance, the
   undersigned CASS-Export Airline undertakes to pay the amount of the obligation under this Agreement within 15 days of it
   being called upon to do so.

3. Preliminary Joint Indemnification

   If it cannot be established immediately for which of the CASS-Export Airlines a transaction not supported by a full
   Agent/Associate/Recipient remittance was effected, the undersigned CASS-Export Airline, jointly with the other CASS-
   Export Airlines having signed an identical agreement, shall forthwith reimburse and indemnify IATA for any shortfalls,
   which shall be deemed to be CASS-Export operating costs and expenses. Such cost of reimbursement shall be
reapportioned as soon as it has been established for which of the CASS-Export Airlines the respective remittance has been effected, in proportion to each of the CASS-Export Airlines share in the respective remittance.

4. Collective Binding Agreement

Upon signature, the present document, in conjunction with identical documents signed by other CASS-Export Airlines and IATA, shall constitute a collective binding Agreement, which shall continue in full force and effect for as long as IATA operates any bank accounts as referred to in Paragraph 1 above, provided that if any of the CASS-Export Airlines withdraws from a CASS-Export, it shall cease to be a party to the Agreement with respect to that CASS-Export. The undersigned CASS-Export Airline shall nevertheless remain liable in respect of any of its liabilities arising prior to withdrawal from the respective CASS-Export or termination of IATA’s operation of respective bank accounts as referred to in Paragraph 1 above.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Parties hereto by their duly authorised officers in duplicate, on the day and year that appears below:

For and on behalf of: 

(full name of Airline)

Signature ........................................................................

(full name of person signing)

(place, date)

For and on behalf of:

International Air Transport Association

Signature .................................................................

(full name of person signing)

Agency Administrator ..........................................

(title of person signing)

(place, date)

Notes:

1) In accordance with the EXCOM decision (EXCOM/157, 28 May 1993), this Single Counterindemnity Agreement is to signed by all airlines participating in a CASS-Export. This one Agreement relates to all CASS-Export operations in which the Airline participates.

2) This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 851
Appendix ‘C1’

COUNTERINDEMNITY AGREEMENT FOR GSSAs
Relating to the Operation of CASS-Export Bank Accounts by IATA
(“Single Counterindemnity–CASS”)

Agreement entered into:

between (Legal Name of GSSA) ...............................................................

having its registered office at (full address) ..............................................

For CASS Operation: ................................................................................

(hereinafter called the “CASS-Export Airline”)

and

the International Air Transport Association (IATA), a non-profit corporation under Canadian Law, having its registered
office at 800 Place Victoria, IATA Building, Montreal, Quebec, H4Z 1M1, hereinafter called “IATA”.

WHEREAS the CASS-Export Airline, jointly with other CASS-Export Airlines participating in the same respective Cargo
Accounts Settlement System ("CASS-Export"), has considered it desirable that IATA operates and maintains certain
CASS-Export bank accounts (including a "Hinge Account" for clearing services) on its behalf, and

WHEREAS IATA has agreed to provide such service subject to the CASS-Export Airline and other such airlines providing
a Counterindemnity relating to the risks arising therefrom.

IT IS THEREFORE AGREED AS FOLLOWS:

1. a. Definitions

For the purposes of this Agreement, the term “Hinge Account” shall mean the bank account into which
Agents'/Intermediaries'/Forwarders'/Associates'/Recipients' remittances are paid and from which monies are distributed to
CASS-Export Airlines;

1. b. Applicability

This Agreement applies to all bank accounts established and operated in the name of IATA on behalf of a CASS-Export
for the purpose of operating through the Settlement Bank clearing services or administrative or other associated services,
for the benefit of the CASS-Export Airline and other carriers participating in the respective CASS-Export.

2. Indemnity

The undersigned CASS-Export Airline will indemnify IATA, its officers and employees, against any liability and costs, for
any action taken or omitted in good faith in the performance of the operation of the Clearing (Hinge) Account or other
accounts mentioned in Paragraph 1 above, or arising in any other way from the operation of these accounts. Such liability
may include, inter alia, shortfalls caused by under-remittance or non-remittance by Agents/Intermediaries/
Forwarders/Associates/Recipients in cases where the Settlement Bank has credited the CASS-Export Airlines, in
anticipation of full and timely remittance by the Agents/Intermediaries/Forwarders/Associates/Recipients. In case of such
under-remittance or non-remittance, the undersigned CASS-Export Airline, when so requested by the CASS Manager,
undertakes to immediately refund the corresponding amount(s) remitted to it to the CASS-Export Hinge Account, and
herewith acknowledges and agrees that IATA and ISS Management may take all such action, including legal action, as
deemed required in this connection, both on behalf of IATA and the CASS-Export and on behalf of the CASS-Export
Airlines concerned. In the event of a liability arising otherwise than by way of non-remittance or under-remittance, the
undersigned CASS-Export Airline undertakes to pay the amount of the obligation under this Agreement within 15 days of it
being called upon to do so.

3. Preliminary Joint Indemnification

If it cannot be established immediately for which of the CASS-Export Airlines a transaction not supported by a full
Agent/Associate/Recipient remittance was effected, the undersigned CASS-Export Airline, jointly with the other CASS-
Export Airlines having signed an identical agreement, shall forthwith reimburse and indemnify IATA for any shortfalls,
which shall be deemed to be CASS-Export operating costs and expenses. Such cost of reimbursement shall be
reapportioned as soon as it has been established for which of the CASS-Export Airlines the respective remittance has been effected, in proportion to each of the CASS-Export Airlines share in the respective remittance.

4. Collective Binding Agreement

Upon signature, the present document, in conjunction with identical documents signed by other CASS-Export Airlines and IATA, shall constitute a collective binding Agreement, which shall continue in full force and effect for as long as IATA operates any bank accounts as referred to in Paragraph 1 above, provided that if any of the CASS-Export Airlines withdraws from a CASS-Export, it shall cease to be a party to the Agreement with respect to that CASS-Export. The undersigned CASS-Export Airline shall nevertheless remain liable in respect of any of its liabilities arising prior to withdrawal from the respective CASS-Export or termination of IATA’s operation of respective bank accounts as referred to in Paragraph 1 above.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Parties hereto by their duly authorised officers in duplicate, on the day and year that appears below:

For and on behalf of: ............................................................... For and on behalf of: ...............................................................  
(full name of GSSA) (full name of person signing) 
Signature ............................................................... Signature ...............................................................  
(full name of person signing) (full name of person signing) 
(title of person signing) ............................................................... (title of person signing)  
(place, date) (place, date)  

Notes:

1) This document must be signed at the GSSA’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.

2) A GSSA completing this agreement must do so for each CASS in which it participates.
RESOLUTION 851
Appendix ‘D1’ (except the area covered by Resolution 809 or 805zz)

CASS ASSOCIATE AGREEMENT

It is Agreed as Follows:

1. Definitions

For the purpose of this Agreement:

‘Agency Administrator’ means the IATA official designated by the Director General from time to time as the holder of that office or his authorised representative.

‘Agent’ means a Registered IATA Cargo Agent whose name is entered on the Cargo Agency List.

‘Billing Participants’ means CASS Airlines which submit to the Settlement Office Air Waybill data in an electronically readable form in respect of transactions made on their behalf by Agents, and which have so notified the Agency Administrator in accordance with Resolution 851. Billing Participants in CASS-(country) are named as such in the First Schedule to this Agreement, as amended from time to time in accordance with Paragraph 7 hereof.

‘Cargo Accounts Settlement System (country)’ (‘CASS-(country)’) means the method of accounting and settling accounts between CASS Airlines on the one hand, and their Agents on the other hand, as described in the applicable Cargo Agency Rules and in Resolution 851 and its Attachments, as adopted for the (country).

‘Cargo Agency Rules’ means as the case may be Resolution 801, 803, 805, 807 or 813, and Resolution 801 of the IATA Cargo Agency Conference, as applicable in the (country).

‘CASS Airlines’ means both an IATA Member and a non-IATA air carrier from which the Agency Administrator has accepted an application and concurrence in ed form participating in CASS-(country).

‘CASS Associate’ means any Person, other than a Registered IATA Cargo Agent or an air carrier, which has executed an Agreement for participation in CASS-(country).

‘Hinge Account’ means the account opened by the CASS Management with the Settlement Office for a given period of settlement, used to receive CASS Associates’ remittances and to pay out monies due to the CASS Airlines named in the First Schedule hereto.

‘IATA’ means the International Air Transport Association, incorporated by Special Act of the Canadian Parliament, having its Head Office at 800 Place Victoria, Montreal, in the Province of Quebec, Canada and an office at 33 Route de l’Aéroport, 1215 Geneva 15 Airport, Switzerland.

‘IATA-FIATA Endorsed Forwarder’ (sometimes called ‘IATA-FIATA Freight Forwarder’ or ‘IATA-FIATA Forwarder’ or ‘IFACP Endorsed Forwarder’ or ‘IFACP Forwarder’) means an entity in good standing under the IATA-FIATA Air Cargo Program (IFACP), where implemented, which has executed an IFACP Agreement. While the legal status of a cargo agent versus a forwarder differs with regard to rules of contract construction and liability, for reasons of nomenclature, contract bids or fulfilling government licensing requirements, the term ‘IATA FIATA Freight Forwarder’ is equivalent to the term ‘IATA Cargo Agent’ or ‘IATA Cargo Intermediary’.

‘IATA Settlement Systems Management (ISS Management)’ means the appropriate department of IATA responsible for the administrative and operational functions of the IATA Settlement Systems, such as ISS budgets (cost and revenues), ISS staffing, ISS contracts (service agreements) to include signature authority and ISS office management and administration. This includes the local designated ISS representative for Cargo, who shall have overall responsibility for the CASS-Export or the CASS-Import.

‘Person’ means an individual, partnership, firm, association, company or corporation.

‘Settlement Office’ means the institution appointed by ISS Management to issue billings and to receive remittances from Agents and to distribute the monies to CASS Airlines.

For applicable definition terms used for the purpose of this Agreement, reference should be made to Resolution 823 (Definition of Terms Used in Cargo Agency Resolution).

2. Compliance with Cargo Rules, Regulations, Provisions and IATA Resolutions incorporated in this Agreement

Various air cargo industry Rules, Regulations, Resolutions and other provisions, including carrier’s instructions, that apply to the sale of air cargo transportation, or to acts performed by the Associate when handling or tendering consignments ‘Ready for Carriage’ by air, as well as amendments made thereto from time to time, are deemed to be incorporated in this Agreement and made part hereof. This includes, but is not limited to the following:

(a) the provisions of IATA Resolutions and any Attachments relating to the participation in a CASS by persons (other than IATA Cargo Agents) tendering consignments to CASS Airlines;

(b) the provisions of IATA Resolutions, relating to billing, settlement and remittance by CASS participants, except that the term ‘Agent’ or ‘IFACP Forwarder’ as may be used therein shall for the purpose of this Agreement be deemed to read ‘CASS Associate’;

(c) the Local Customer Services Manual–CASS (Export).
3. Authority of CASS Management

In all matters affecting the obligations of the CASS Associate under this Agreement and all applicable IATA Resolutions, ISS Management is authorised to act on behalf of each CASS Airline; and any direction or request given or made to the CASS Associate by ISS Management shall be as effective as if given or made by such CASS Airline.

4. Monies due by CASS Associate due CASS Airlines—Remittance

(a) the CASS Associate shall be responsible for the payment of any and all monies due to any CASS Airline resulting from the issuance of any transportation documents in the name of the CASS Airline and/or from the sale of any ancillary services under this Agreement;

(b) as from the time such monies become due for payment to the CASS Airline, such monies are deemed to have become the property of the CASS Airline and shall be held by the CASS Associate in trust for or on behalf of the CASS Airline until satisfactorily accounted for to the CASS Airline and settlement made in accordance with the appropriate IATA Resolution, even though pursuant to that Section the CASS Associate may have been authorised to retain temporary custody of such monies. The CASS Airline may, subject to applicable currency regulations, designate the currencies in which remittances are to be made;

(c) the CASS Associate shall remit to the CASS Airline such monies at such times and under such conditions as the CASS Airline may designate from time to time in writing.

5. CASS Associate in Default

When the CASS Associate is in default, the Settlement Office shall immediately cease to process transactions concerning the CASS Associate. The Agency Administrator, using the applicable financial criteria adopted by the Cargo Agency Conference, shall review the financial standing of the CASS Associate and shall either instruct the Settlement Office to reinstate the CASS Associate or terminate this Agreement pursuant to Paragraph 13 hereof.

6. Liability

IATA and the Director General of IATA, the Agency Administrator, ISS Management and employees and representatives of IATA concerned in the administration or operation of the CASS, shall not be liable to the CASS Associate for any loss or damage suffered by the CASS Associate arising out of any act done or omitted in good faith in carrying out their functions under this Agreement or any other functions which they may be required to perform in the administration or operation of CASS-

7. Changes in CASS Airlines' Participation Status

(a) The Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the CASS Associate that the name of a CASS Airline is to be added to the list of CASS Airlines in the First Schedule hereto. The CASS Airline mentioned in the notice shall become a party to this Agreement on the date specified in the notice;

(b) the Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the CASS Associate that the name of a CASS Airline is to be deleted from the list of CASS Airlines in the First Schedule hereto. The CASS Airline mentioned in the notice shall cease to be a party to this Agreement on the date specified in the notice;

(c) the notices referred to in this Paragraph shall specify whether the CASS Airline is to be listed as a Full Participant or Billing Participant, as the case may be.

8. Assignment of CASS Associate Code

On the execution of this Agreement, the CASS Management shall assign an alpha/numeric code designation to the CASS Associate for use on Air Waybills and CASS administrative forms. The code shall be administered and published by the Agency Administrator.

9. Force Majeure

The CASS Associate shall not be liable for delay or failure to comply with the terms of the CASS Associate Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Agent, and (ii) is not the result of the Agent's lack of reasonable diligence (an 'Excusable Delay'). In the event an Excusable Delay continues for seven days or longer, the Agency Administrator shall have the right, at its option, to terminate this Agreement by giving the Agent whose performance has failed or been delayed by the Excusable Delay at least thirty days' prior written notice of such election to terminate.

10. Assignment of Rights

The CASS Associate shall not assign any of its rights or obligations under this Agreement.

11. Cessation of Operations and Changes in Ownership or Control

If the CASS Associate ceases (or transfers) the operation of the business to which this Agreement relates, or if any substantial change occurs in the control of a CASS Associate which is a company or corporation, or if a change in partners occurs in a CASS Associate which is a partnership, the CASS Associate shall, prior to the cessation, transfer or change becoming effective, notify the Agency Administrator for appropriate action.
12. Governing Law and Arbitration

This Agreement shall be governed by and interpreted in accordance with the laws of (country) and any difference or dispute arising between the parties with respect to the interpretation, meaning or effect of this Agreement or relating to any rights or obligations herein contained shall be finally settled by arbitration to be held in the (country), under the rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more Arbitrators appointed in accordance with such Rules.

13. Termination

This Agreement shall remain in force until:

(a) terminated by not less than 15 days’ written notice given by one party to the other party; or

(b) terminated by the Agency Administrator pursuant to Paragraph 5 hereof; or

(c) execution of the Cargo Agency Agreement or where applicable Cargo Intermediary Agreement, or IFACP Forwarder Agreement by the CASS Associate; or

(d) application has been lodged by the CASS Associate for registration as an IATA Cargo Agent, and such application has been disapproved for failure to meet the financial criteria laid down in or established pursuant to the Cargo Agency Rules; or

(e) the CASS Associate ceases to operate the business to which this Agreement relates.

14. Use of Records

The CASS Associate authorises the Agency Administrator to make use of the financial records of CASS-(country) in respect of the CASS Associate in the event that the CASS Associate applies for Registration as IATA Cargo Agent.

15. Participation Fee

The CASS Associate shall pay a fee for its participation in CASS-(country) in accordance with the Second Schedule to this Agreement, being an amount established from time to time by ISS Management.

16. Effectiveness

This Agreement shall become effective on ......................

In witness whereof

this Agreement has been executed this ...................... day of ...................... 20 ............................

On behalf of the CASS Airlines by the Agency Administrator or his authorised representative:

On behalf of the CASS Associate:

........................................................................................................

Title:

RESOLUTION 851
Appendix ‘D2’

CASS ASSOCIATE AGREEMENT FOR EUROPEAN AIR CARGO PROGRAMME (EACP) COUNTRIES

Participation in the Cargo Accounts Settlement System (CASS)–(country) as a CASS Associate

An Agreement between CASS Airlines, represented by the Agency Administrator or his authorised representative (hereinafter referred to as the “CASS Airlines” or “CASS Airline”) and

........................................................................................................

(Name of CASS Associate)

having its principal office at ...........................................

(hereinafter referred to as the “CASS Associate”).

WHEREAS it is in the mutual interest of the CASS Airlines and the CASS Associate to settle amounts due on Air Waybill transactions through CASS (country).

It is Agreed as Follows:

1. Definitions

For the purpose of this Agreement:

‘Agency Administrator’ means the IATA official designated by the Director General from time to time as the holder of that office, or his authorized representative.

‘CASS Airline’ means any airline that participates in the IATA Cargo Accounts Settlement System (CASS).

‘CASS Associate’ means any person, other than a registered IATA EACP Intermediary, which has executed this Agreement for settlement of money owed to CASS airlines.

‘IATA’ means the International Air Transport Association, incorporated by Special Act of the Canadian Parliament, having its Head Office at 800 Place Victoria, Montreal, in the Province of Quebec, Canada and an office at 33 Route de l’Aéroport, 1215 Geneva 15 Airport, Switzerland.

‘IATA-FIATA Endorsed Forwarder’ (sometimes called ‘IATA-FIATA Freight Forwarder’ or ‘IATA-FIATA Forwarder’ or ‘IFACP Endorsed Forwarder’ or ‘IFACP Forwarder’) means an entity in good standing under the IATA-FIATA Air Cargo Program (IFACP), where implemented, that has executed an IFACP Agreement. While the legal status of a cargo agent versus a forwarder differs with regard to rules of contract construction and liability, for reasons of nomenclature, contract bids or fulfilling government licensing requirements, the term
‘IATA FIATA Freight Forwarder’ is equivalent to the term ‘IATA Cargo Agent’ or ‘IATA Cargo Intermediary’.

‘Person’ means an individual, partnership, firm, association, company or corporation.

\section*{2. Compliance with CASS Rules and Procedures}

The following rules and procedures shall apply:

\subsection*{2.1 Compliance with CASS Rules and Procedures}

\subsubsection*{2.1.1 Local Customer Services Manual–CASS}

\subsection*{3. Authority of CASS Management}

In all matters affecting the obligations of the CASS Associate under this Agreement the IATA CASS Management is authorised to act on behalf of each CASS Airline; and any direction or request given or made to the CASS Associate by the IATA CASS Management shall be as effective as if given or made by such CASS Airline.

\section*{4. Monies due by CASS Associate to CASS Airlines—Payment}

\subsection*{4.1 Monies due by CASS Associate to CASS Airlines—Payment}

\subsubsection*{4.1.1 The CASS Associate}

The CASS Associate shall be responsible for the payment of any and all monies due to any CASS Airline resulting from the issuance of any transportation documents in the name of the CASS Airline;

\subsubsection*{4.1.2 Monies payable at origin}

Monies payable at origin shall be deemed due by the CASS Associate to a CASS Airline when the air waybill is executed;

\subsubsection*{4.1.3 Where the associate acts as an agent for the carrier}

Where the associate acts as an agent for the carrier, such monies shall remain the property of the CASS Airline, and shall be held in trust by the CASS Associate until such monies are paid to the CASS Airline in accordance with the terms of this Agreement;

\subsubsection*{4.1.4 The CASS Associate shall remit to the CASS Airlines}

The CASS Associate shall remit to the CASS Airlines such monies at such times and under such conditions as the CASS Airline may designate from time to time, in writing.

\section*{5. CASS Billing Frequency}

CASS Associates shall be billed by CASS Airlines in accordance with local CASS procedures.

\section*{6. Payment Terms and Conditions}

CASS Associates shall remit monies due in accordance with the CASS remittance frequency, so as to reach the CASS Office by the close of business on a date which shall be the 30th day following the last day of the calendar billing period. If this date falls on a weekend or bank holiday, then the payment date shall be the first working day thereafter. This date shall be called the remittance date.

Details of exact dates and times shall be advised by CASS Management and reflected in the CASS Local Customer Services Manual.

Other governing Rules and Procedures shall be those shown in the CASS Local Customer Services Manual.

\section*{7. Grace Period}

From and including the first day after the remittance date, a grace period of 10 calendar days will be allowed for any Associate to settle any outstanding amounts.

\section*{8. Irregularities}

\paragraph{a) Irregularities in the CASS Associate’s settlement}

Irregularities in the CASS Associate’s settlement shall result in the CASS Manager sending a “Notice of Irregularity” (NOI) to the CASS Associate in the form of a registered letter or e-mail. Any CASS Associate sent a NOI will be given a penalty point(s).

\paragraph{b) For the purposes of recording irregularities}

For the purposes of recording irregularities, the following penalty point (pp) system shall be applied during the grace period:

\begin{itemize}
  \item[a)] Late payment 1 pp
  \item[b)] Unauthorised short payment 1 pp
  \item[c)] Dishonoured cheque 1 pp
  \item[d)] Rejected Direct Debit 1 pp
  \item[e)] Rejected electronic transfer 1 pp
\end{itemize}

A CASS Associate will not be issued an irregularity notice if it is identified that a dispute exists with an individual item or individual airline. In these cases, the CASS Dispute Procedures and Code of Conduct shall apply and if still not resolved, then the disputed item/issue shall be removed from CASS and shall be dealt with bilaterally between the parties concerned.

\paragraph{c) A Bank Error is one that is substantiated by evidence acceptable to the Agency Administrator and will not result in an irregularity.}

In all cases a bank letter must be provided to IATA as detailed below:

\begin{itemize}
  \item[a)] The original bank letter, signed by a Manager must be sent to IATA within 10 working days by registered post or courier, stating the reason for the delay in remittance.
\end{itemize}

\section*{9. CASS Payment Integrity}

\paragraph{a) If 4 penalty points in respect of a CASS Associate in a specific country are accumulated during any 12 consecutive months, the CASS Manager shall suspend such CASS Associate from CASS, pending a financial review.}

\paragraph{b) If payment is refused or cannot be obtained from a CASS Associate by the end of the grace period, the CASS Manager shall suspend such Associate from CASS, pending a financial review.}

\paragraph{c) Before any Associate can be re-instated in CASS, such Associate must have settled all outstanding amounts plus any pending items up to the date of reinstatement.}

\paragraph{d) If a CASS Associate is not re-instated in CASS, then the Agency Administrator may terminate this Agreement in accordance with Paragraph 17.}

42ND EDITION, OCTOBER 2019
In all cases, the CASS Code of Conduct, contained in the CASS Local Customer Services Manual shall be applied.

The Trust provisions of Paragraph 4 c) shall be applied to any outstanding monies owed by any CASS Associate that enters bankruptcy or receivership.

10. Liability

IATA employees and their representatives concerned in the administration or operation of the CASS, shall not be liable to the CASS Associate for any loss or damage suffered by the CASS Associate arising out of any act done or omitted in good faith in carrying out their functions under this Agreement or any other functions which they may be required to perform in the administration or operation of CASS-(country).

11. Changes in CASS Airlines’ Participation Status

The CASS Manager may, from time to time during the term of this Agreement, give written notice to the CASS Associate that the name of a CASS Airline is to be added to or deleted from the list of CASS Airlines participating in CASS. The CASS Airline mentioned in the notice shall become, or cease to become a party to this Agreement on the date specified in the notice.

12. Assignment of CASS Associate Code

On the execution of this Agreement, the CASS Manager shall assign an alpha/numeric code designation to the CASS Associate for use on any transportation documents and CASS administrative forms.

13. Force Majeure

The CASS Associate shall not be liable for delay or failure to comply with the terms of the CASS Associate Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Agent, and (ii) is not the result of the Agent's lack of reasonable diligence (an ‘Excusable Delay’). In the event an Excusable Delay continues for seven days or longer, the Agency Administrator shall have the right, at its option, to terminate this Agreement by giving the Agent whose performance has failed or been delayed by the Excusable Delay at least thirty days' prior written notice of such election to terminate.

14. Assignment of Rights

The CASS Associate shall not assign any of its rights or obligations under this Agreement.

15. Cessation of Operations and Changes in Ownership or Control

If the CASS Associate ceases (or transfers) the operation of the business to which this Agreement relates, or if any substantial change occurs in the control of a CASS Associate which is a company or corporation, or if a change in partners occurs in a CASS Associate which is a partnership, the CASS Associate shall, prior to the cessation, transfer or change becoming effective, notify the CASS Manager.

16. Governing Law and Arbitration

This Agreement shall be governed by and interpreted in accordance with the laws of (country) and any difference or dispute arising between the parties with respect to the interpretation, meaning or effect of this Agreement or relating to any rights or obligations herein contained shall be finally settled by arbitration to be held in the (country), under the rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more Arbitrators appointed in accordance with such Rules.

17. Termination

This Agreement shall remain in force until:

(a) Terminated by not less than one month written notice given by one party to the other party; or
(b) Terminated by the Agency Administrator pursuant to Paragraph 9 e);
(c) Superseded by the Associate becoming a registered Intermediary in the IATA European Air Cargo Programme (EACP) or an endorsed IFACP Forwarder.

18. Use of Records

The CASS Associate authorises the CASS Manager to make use of the financial records of CASS-(country) in respect of the CASS Associate in the event that the CASS Associate applies for registration as an IATA EACP Intermediary.

19. Participation Fee

The CASS Associate shall pay any applicable fee for its participation in CASS-(country) The CASS Manager will advise if such a fee applies.

20. Effectiveness

This Agreement shall become effective on .................

In witness whereof this Agreement has been executed this .....................

On behalf of the CASS Airlines by the Agency Administrator or his authorised representative:

On behalf of the CASS Associate:

................................................................. Title:
RESOLUTION 851
Appendix ‘D3’—(area covered by Resolution 809 only)

CASS ASSOCIATE AGREEMENT Participation in the Cargo Accounts Settlement System—(country) as CASS Associate

Agreement between CASS Airlines, represented by the Agency Administrator or his authorised representative (hereinafter referred to as the “CASS Airlines” or “CASS Airline”) and

(NAME OF CASS ASSOCIATE)

having its principal office at _______________________________

(hereinafter referred to as the “CASS Associate”). Whereas it is in the mutual interest of the CASS Airlines and the CASS Associate to settle amounts due on Air Waybill transactions through CASS (country).

It is Agreed as Follows:

1. Definitions

For the purpose of this Agreement:

‘Agency Administrator’ means the IATA official designated by the Director General from time to time as the holder of that office or his authorised representative.

‘Agent’ means a Registered IATA Cargo Agent whose name is entered on the Cargo Agency List.

‘Billing Participants’ means CASS Airlines, which submit to the Settlement Office Air Waybill data in an electronically readable form in respect of transactions made on their behalf by Agents, and which have so notified the Agency Administrator in accordance with Resolution 851. Billing Participants in CASS-(country) are named as such in the First Schedule to this Agreement, as amended from time to time in accordance with Paragraph 7 hereof.

‘Cargo Accounts Settlement System (country)’ (‘CASS-(country)’) means the method of accounting and settling accounts between CASS Airlines on the one hand, and their Agents on the other hand, as described in the applicable Cargo Agency Rules and in Resolution 851 and its Attachments, as adopted for the (country).

‘Cargo Agency Rules’ means Resolution 809 and Resolution 801r of the IATA Cargo Agency Conference, as applicable in the (country).

‘CASS Airlines’ means both an IATA Member and a non-IATA air carrier from which the Agency Administrator has accepted an application and concurrence in the prescribed form participating in CASS-(country).

‘CASS Associate’ means any Person, other than a Registered IATA Cargo Agent or an air carrier, which has executed an Agreement for participation in CASS-(country).

‘Hinge Account’ means the account opened by the CASS Management with the Settlement Office for a given period of settlement, used to receive CASS Associates’ remittances and to pay out monies due to the CASS Airlines named in the First Schedule hereto.

‘IATA’ means the International Air Transport Association, incorporated by Special Act of the Canadian Parliament, having its Head Office at 800 Place Victoria, Montreal, in the Province of Quebec, Canada and an office at 33 Route de l’Aéroport, 1215 Geneva 15 Airport, Switzerland.

‘IATA-FIATA Endorsed Forwarder’ (sometimes called ‘IATA-FIATA Freight Forwarder’ or ‘IATA-FIATA Forwarder’ or ‘IFACP Endorsed Forwarder’ or ‘IFACP Forwarder’) means an entity in good standing under the IATA-FIATA Air Cargo Program (IFACP), where implemented, which has executed an IFACP Agreement. While the legal status of a cargo agent versus a forwarder differs with regard to rules of contract construction and liability, for reasons of nomenclature, contract bids or fulfilling government licensing requirements, the term ‘IATA FIATA Freight Forwarder’ is equivalent to the term ‘IATA Cargo Agent’ or ‘IATA Cargo Intermediary’.

‘IATA Settlement Systems Management (ISS Management)’ means the appropriate department of IATA responsible for the administrative and operational functions of the IATA Settlement Systems, such as ISS budgets (cost and revenues), ISS staffing, ISS contracts (service agreements) to include signature authority and ISS office management and administration. This includes the local designated ISS representative for Cargo, who shall have overall responsibility for the CASS-Export or the CASS-Import.

‘Person’ means an individual, partnership, firm, association, company or corporation.

‘Settlement Office’ means the institution appointed by ISS Management to issue billings and to receive remittances from Agents and to distribute the monies to CASS Airlines. For applicable definition terms used for the purpose of this Agreement, reference should be made to Resolution 823 (Definition of Terms Used in Cargo Agency Resolution).

2. Compliance with Cargo Rules, Regulations, Provisions and IATA Resolutions incorporated in this Agreement

Various air cargo industry Rules, Regulations, Resolutions and other provisions, including carrier’s instructions, that apply to the sale of air cargo transportation, or to acts performed by the Associate when handling or tendering consignments ‘Ready for Carriage’ by air, as well as amendments made thereto from time to time, are deemed to be incorporated in this Agreement and made
part hereof. This includes, but is not limited to the following:

(a) the provisions of IATA Resolutions and any Attachments relating to the participation in a CASS by persons (other than IATA Cargo Agents) tendering consignments to CASS Airlines;

(b) the provisions of IATA Resolutions, relating to billing, settlement and remittance by CASS participants, except that the term ‘Agent’ or ‘IFACP Forwarder’ as may be used therein shall for the purpose of this Agreement be deemed to read ‘CASS Associate’;

(c) the Local Customer Services Manual—CASS (Export).

3. Authority of CASS Management

In all matters affecting the obligations of the CASS Associate under this Agreement and all applicable IATA Resolutions, ISS Management is authorised to act on behalf of each CASS Airline; and any direction or request given or made to the CASS Associate by ISS Management shall be as effective as if given or made by such CASS Airline.

4. Monies due by CASS Associate due CASS Airlines—Remittance

a) the CASS Associate shall be responsible for the payment of any and all monies due to any CASS Airline resulting from the issuance of any transportation documents in the name of the CASS Airline and/or from the sale of any ancillary services under this Agreement;

b) Monies payable at origin shall be deemed due by the CASS Associate to a CASS Airline when the air waybill is executed;

c) Where the associate acts as an agent for the carrier, such monies shall remain the property of the CASS Airline, and shall be held in trust by the CASS Associate until such monies are paid to the CASS Airline in accordance with the terms of this Agreement;

d) the CASS Associate shall remit to the CASS Airline such monies at such times and under such conditions as the CASS Airline may designate from time to time in writing.

5. CASS Associate in Default

Notwithstanding the provisions of IATA Resolution 801r, Section 2, Paragraph 2.8.1.4, when the CASS Associate is in default, the Settlement Office shall immediately cease to process transactions concerning the CASS Associate. The Agency Administrator, using the applicable financial criteria adopted by the Cargo Agency Conference, shall review the financial standing of the CASS Associate and shall either instruct the Settlement Office to reinstate the CASS Associate or terminate this Agreement pursuant to Paragraph 13 hereof.

6. Liability

IATA and the Director General of IATA, the Agency Administrator, ISS Management and employees and representatives of IATA concerned in the administration or operation of the CASS, shall not be liable to the CASS Associate for any loss or damage suffered by the CASS Associate arising out of any act done or omitted in good faith in carrying out their functions under this Agreement or any other functions which they may be required to perform in the administration or operation of CASS (country).

7. Changes in CASS Airlines' Participation Status

a) The Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the CASS Associate that the name of a CASS Airline is to be added to the list of CASS Airlines in the First Schedule hereto. The CASS Airline mentioned in the notice shall become a party to this Agreement on the date specified in the notice;

b) the Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the CASS Associate that the name of a CASS Airline is to be deleted from the list of CASS Airlines in the First Schedule hereto. The CASS Airline mentioned in the notice shall cease to be a party to this Agreement on the date specified in the notice;

c) the notices referred to in this Paragraph shall specify whether the CASS Airline is to be listed as a Full Participant or Billing Participant, as the case may be.

8. Assignment of CASS Associate Code

On the execution of this Agreement, the CASS Management shall assign an alpha/numeric code designation to the CASS Associate for use on Air Waybills and CASS administrative forms. The code shall be administered and published by the Agency Administrator.

9. Force Majeure

The CASS Associate shall not be liable for delay or failure to comply with the terms of the CASS Associate Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Agent, and (ii) is not the result of the Agent's lack of reasonable diligence (an 'Excusable Delay'). In the event an Excusable Delay continues for seven days or longer, the Agency Administrator shall have the right, at its option, to terminate this Agreement by giving the Agent whose performance has failed or been delayed by the Excusable Delay at least thirty days' prior written notice of such election to terminate.
10. Assignment of Rights
The CASS Associate shall not assign any of its rights or obligations under this Agreement.

11. Cessation of Operations and Changes in Ownership or Control
If the CASS Associate ceases (or transfers) the operation of the business to which this Agreement relates, or if any substantial change occurs in the control of a CASS Associate which is a company or corporation, or if a change in partners occurs in a CASS Associate which is a partnership, the CASS Associate shall, prior to the cessation, transfer or change becoming effective, notify the Agency Administrator for appropriate action.

12. Governing Law and Arbitration
This Agreement shall be governed by and interpreted in accordance with the laws of (country) and any difference or dispute arising between the parties with respect to the interpretation, meaning or effect of this Agreement or relating to any rights or obligations herein contained shall be finally settled by arbitration to be held in the (country), under the rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more Arbitrators appointed in accordance with such Rules.

13. Termination
This Agreement shall remain in force until:

a) terminated by not less than 15 days' written notice given by one party to the other party; or
b) terminated by the Agency Administrator pursuant to Paragraph 5 hereof; or
c) execution of the Cargo Agency Agreement or where applicable Cargo Intermediary Agreement, or IFACP Forwarder Agreement by the CASS Associate; or
d) application has been lodged by the CASS Associate for registration as an IATA Cargo Agent, and such application has been disapproved for failure to meet the financial criteria laid down in or established pursuant to the Cargo Agency Rules; or
e) the CASS Associate ceases to operate the business to which this Agreement relates.

14. Use of Records
The CASS Associate authorises the Agency Administrator to make use of the financial records of CASS-(country) in respect of the CASS Associate in the event that the CASS Associate applies for Registration as IATA Cargo Agent.

15. Participation Fee
The CASS Associate shall pay a fee for its participation in CASS-(country) in accordance with the Second Schedule to this Agreement, being an amount established from time to time by ISS Management.

16. Effectiveness
This Agreement shall become effective on .....................

In witness whereof
this Agreement has been executed this ..................... day of ........................................ 20 ..................................

On behalf of the CASS Airlines by the Agency Adminis-
trator or his authorised representative:

On behalf of the CASS Associate:
........................................................................................................ Title:
RESOLUTION 851

Appendix ‘D4’

CASS Associates Global Requirements

Note: Following consultation with EACPJC and CACPJC this Resolution has not been implemented in European countries covered under Resolution 805zz and Canada under Resolution 803. Consequently specific country financial requirements in Attachment ‘B’ Table by CASS Country of CASS Associates marked in grey are not implemented either.

WHEREAS the CASS Associate Agreement enables CASS Associates to participate in the Cargo Accounts Settlement System (CASS) and

WHEREAS it is recognized that CASS provides an efficient and cost effective mechanism for accounting and settlement between airlines and CASS Associates and

WHEREAS CASS Associates participation in the CASS are ruled by the provisions of the Cargo Agency Rules and other Resolutions and Rules

WHEREAS the Cargo Agency Conference endorses requirements for CASS Associates, it is

Resolved, that the following requirements are adopted:

CASS Associates Global Requirements

1) CASS Associate new applicants will be requested to present an upfront financial security, as outlined under item 4.
2) 1 (one) CASS Airline sponsorship is required for new applicants.
3) Current CASS Associates with 3 Irregularities accumulated in the last 12 consecutive months are to provide a financial security, as outlined under item 4.
4) Amount of financial security to be calculated based the amount at risk.

“An individual financial security provided by a bank, such as a bank guarantee, standby letter of credit, or letter of credit; or if provided by other than a bank, an insurance bond or surety bond, or have acceptable default insurance, or an approved third party guarantee. The provisions for acceptability of providers of default insurance, bonds and guarantees provided by other than banks, including the type and terms of any such financial security guarantee or bond, are set out in Resolution 817.

Any financial security and guarantee provided to IATA must be renewed before it expires. Failure on the part of a CASS Associate to provide or maintain the required amount of any financial security, or renew its guarantee or security before the expiry date will result in suspension of the CASS Associate and notice of termination of the CASS Associate Agreement.

Financial Securities provided will be subject to a minimum cancellation, withdrawal, or amendment notice period to IATA of ninety (90) days, and ideally, be valid for an unlimited period but will be expected to be valid for a minimum of at least one year, if the validity is annually renewable.

Any Financial Security required from an applicant/CASS Associate must cover of “Amount at Risk” based on its average air cargo sales/settlements during the period of “Days Sales at Risk”.

“Days at Risk” means the number of days from the beginning of the billing period to the remittance date, in respect of that billing period, plus a margin of up to 10 days (a maximum of 70 days).

“Amount at Risk” is calculated by dividing the CASS Associate’s total annual air cargo sales/settlements, or estimated settlements to airlines by 360 and multiplying that amount by the “Days at Risk”. In cases where a full year’s sales/settlements of the applicant/CASS Associate are not available via CASS or directly from the CASS Associate or from airlines, or if these sales/settlement figures no longer reflect the current situation of the CASS Associate, then an average of a shorter period, but not less than 3 months/90 days, may be applied.

The minimum amount of any Financial Security provided to IATA by a CASS Associate shall be USD 5,000 or equivalent in local currency, or as specified under the local requirements.

Monitoring of CASS Associates sales volume increase or decrease for the ones holding a financial security following in adjustment of financial security amount.

Adjustments of financial security amount will be requested in the following situations:

20% or a minimum of (amount could range between USD 10,000 and USD 30,000 - tba) increase of the CASS Associate’s sales/settlement amount in the last 3 months.
20% or a minimum of (amount could range between USD 10,000 and USD 30,000 - tba) decrease of the CASS Associate’s sales/settlement amount in the last 3 months.
5) New and current CASS Associate in default to pay the full outstanding amount and place a new financial security as a condition for reinstatement.
6) No financial reviews.

Note: Current CASS Associates shall furnish a financial security as per Attachment ‘B’ the Table by CASS Country of CASS Associates requirements.
Attachment ‘B’ Table by CASS country of CASS Associates requirements

<table>
<thead>
<tr>
<th>LCAG-C Country</th>
<th>Minimum Guarantee Amount</th>
<th>Number of Irregularities to trigger Financial Security</th>
<th>100% Industry Guarantee for all CASS Associates all times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Requirements</td>
<td>USD 5,000</td>
<td>3 (three)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>BAHRAIN (GULF)</td>
<td>USD 20,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>BRAZIL</td>
<td>USD 10,000</td>
<td>3 (three)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>CHILE</td>
<td>USD 10,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>CHINA (PEOPLE’S REPUBLIC)</td>
<td>USD 25,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>COLOMBIA</td>
<td>USD 5,000</td>
<td>2 (two)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>CYPRUS</td>
<td>USD 3,000</td>
<td>2 (two)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>CZECH REPUBLIC</td>
<td>USD 5,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>ECUADOR</td>
<td>USD 5,000</td>
<td>2 (two)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>EL SALVADOR</td>
<td>USD 10,000</td>
<td>1 (one)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>EGYPT</td>
<td>EGP 150,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>GREECE</td>
<td>USD 5,000</td>
<td>2 (two)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>INDIA</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>ISRAEL</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>ITALY</td>
<td>EUR 10,000</td>
<td>1 (one)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>JAPAN</td>
<td>To be Determined</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>KOREA, REPUBLIC OF</td>
<td>To be Determined</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>KUWAIT (GULF)</td>
<td>USD 20,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>MALAYSIA</td>
<td>USD 10,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>MALTA</td>
<td>USD 3,500</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>MEXICO</td>
<td>USD 25,000</td>
<td>3 (three)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>OMAN (GULF)</td>
<td>USD 15,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>PAKISTAN</td>
<td>To be Determined</td>
<td>3 (three)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>POLAND</td>
<td>USD 5,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>QATAR (GULF)</td>
<td>USD 20,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>RUSSIAN FEDERATION</td>
<td>USD 5,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>SAUDI ARABIA, KINGDOM OF</td>
<td>USD 25,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>SINGAPORE</td>
<td>SGD 10,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>TURKEY</td>
<td>USD 25,000</td>
<td>3 (three)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>UNITED ARAB EMIRATES (GULF)</td>
<td>USD 25,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
<tr>
<td>VENEZUELA</td>
<td>USD 10,000</td>
<td>Not Applicable</td>
<td>YES</td>
</tr>
</tbody>
</table>

*India and Israel Only: the CASS Associates Global Model does not apply due to special business environment.*
RESOLUTION 851
Appendix ‘E’

FORM OF APPLICATION AND CONCURRENCE
To be completed by a Non-IATA Air Carrier

TO:
Agency Administrator
International Air Transport Association
33, Route de l’Aéroport
1215 Geneva 15 Airport
Switzerland

1. Name of Applicant: .................................................................
   Address: ...................................................................................
   ............................................................................................

2. The Airline maintains stocks of its Air Waybills with IATA Cargo Agents in (country).

3. The Airline acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents, as it requires:
   — IATA Resolution 600a, Air Waybill;
   — IATA Resolution 851, Cargo Accounts Settlement System;
   — Attachment ‘A’ to IATA Resolution 851, CASS Technical Specifications Handbook;
   — The ISS Service Provisions Manual Cargo;
   — The Local Customer Services Manual–CASS (Export);
   — IATA Resolution 801r (or Resolution 801re for EACP countries), Reporting and Remittance Procedures, Section 2;
   — Cargo Agency Administration Rules; Resolution ... , Section ... and Resolution ...;
   — IATA Resolution 821, Cargo Agents’ Numeric Code;
   — IATA Resolution 893, Disclosing another Member’s Position taken at an IATA Meeting;
   — IATA Resolution 833, Ready for Carriage Consignments.

4. The Airline hereby applies to participate in CASS (country) (hereinafter called ‘the CASS’) on the following terms and conditions:
   4.1 The Airline authorises the Agency Administrator to give notice to the Settlement Office that the name of the Airline is to be added to the list of CASS Airlines in the CASS tool.
   4.2 The Airline shall become a Billing Participant with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement.
   4.3 Except as otherwise provided in the Subparagraphs hereof, the Airline shall be bound by the same conditions and obligations as the other CASS Airlines. The Airline shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the Airline were a Member of IATA and a party to the Resolutions or the Sections of Resolutions set out in those documents.
   4.4 The amounts for participation in CASS (country) are as follows:
      (a) Non-IATA Air Carrier Joining fee USD 3,500.00
      (b) Non-IATA air carrier annual fee USD 500.00

* Amount determined for country by ISS Management in conjunction with CPG
(c) Annual charges in accordance with pricing schedule communicated and published by ISS Management (all amounts, plus tax, if applicable).

The amounts specified under (a) and (b) above shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS, and shall be payable at the beginning of each calendar year. The amounts specified under (c) above shall be payable according to a payment schedule established by CASS (country).

4.5 The conditions of the Airline's participation in the CASS may be amended by the Cargo Agency Conference from time to time upon serving the Airline notice in writing reasonably in advance of the effectiveness of such amendment.

4.6 The Airline's participation in the CASS shall continue until either:

4.6.1 The Airline has (through the Agency Administrator) given three calendar months' advance notice in writing to the Settlement Office of withdrawal from the General Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement; or

4.6.2 The Agency Administrator has given to the Airline three calendar months' advance notice in writing, of termination of the Airline's participation in CASS (country). In the event the Agency Administrator gives such notice, he shall at the same time give notice to the Settlement Office of termination of the Airline's participation in the General Settlement Office Agreement; thereafter the Airline shall cease to be a party to that Agreement three calendar months from the date of the said notice. In the case of non payment of IATA fees no notice period is required.

5. The Airline undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS under Section 2 of Resolution 801r (or Resolution 801re for EACP countries) and under Resolution 851 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the Airline at the address given above.

To be completed by the Airline:
Signature:.....................................................................................................
Name:.........................................................................................................
Title:.........................................................................................................
Date:...........................................................................................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature:..................................................................................................
Name:.........................................................................................................
Title:.........................................................................................................
Date:...........................................................................................................

Note: This document must be signed at the Airline's Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 851
Appendix ‘F’

FORM OF APPLICATION AND CONCURRENCE
To be completed by a General Sales and Service Agent (GSSA)

TO:
Agency Administrator
International Air Transport Association
33, Route de l’Aéroport
1215 Geneva 15 Airport
Switzerland

1. Name of Applicant: .................................................................
   Address: ..................................................................................
   ..........................................................................................

2. The GSSA represents Airlines, which maintain stocks of their Air Waybills with Agents in (country). The Airlines represented are listed in the CASS tool.
2.1 The GSSA may from time to time advise the Agency Administrator that the name of an airline is to be added or deleted from the CASS tool, by submitting the “Form of Authorisation” (attached).

3. The GSSA acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents as it requires:
   — IATA Resolution 600a, Air Waybill;
   — IATA Resolution 851, Cargo Accounts Settlement System;
   — Attachment ‘A’ to IATA Resolution 851, CASS Technical Specifications Handbook;
   — IATA Resolution 801r (or Resolution 801re for EACP countries), Reporting and Remittance Procedures, Section 2;
   — IATA Cargo Agency Administration Rules: Resolution..., Section ... and Resolution...;
   — IATA Resolution 821, Cargo Agents’ Numeric Code;
   — IATA Resolution 833, Ready for Carriage Consignments;
   — The ISS Service Provisions Manual Cargo;

4. The GSSA hereby applies to participate in CASS (country) (hereinafter called “the CASS”) on the following terms and conditions:
4.1 The GSSA authorises the Agency Administrator to give notice to the Settlement Office that the name of the Airline is to be added to the list of Carriers in the CASS tool;
4.2 The GSSA shall become a Billing Participant with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement;
4.3 Except as otherwise provided in Subparagraph 4.6.3, the GSSA shall adhere to the procedures laid down in the relevant Resolutions and their attachments and in the CASS Manuals as if it were a “carrier” in general, and as a “Billing Participant”, and therefore shall be bound by the same conditions and obligations as the other Carriers of which the following are particularly brought to notice.
4.3.1 The GSSA shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the GSSA were an Airline Member of IATA and a party to the Resolutions or the Sections of Resolutions set out in those documents;
4.3.2 If an Airline represented by the GSSA in CASS is suspended from CASS for any reason, the transactions processed by the GSSA on behalf of that Airline shall be subject to the same conditions as applicable to that Airline;
4.4 The amounts for participation in CASS (country) are as follows:
   (a) GSSA joining fee USD 3,500.00
   (b) GSSA annual fee USD 500.00
   (c) Annual charges in accordance with the pricing schedule communicated and published by ISS Management

(All amounts plus tax if applicable)

The amounts specified under (a) and (b) above shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS, and shall be payable at the beginning of each calendar year. The amounts specified under (c) above shall be payable according to a payment schedule established by CASS (country).

4.5 The conditions of the GSSA’s participation in the CASS may be amended by the Cargo Agency Conference, from time to time, upon serving the GSSA notice, in writing, reasonably in advance of the effectiveness of such amendment.

4.6 The GSSA’s participation in the CASS shall cease:
   4.6.1 Only when the GSSA has given three months’ advance notice, in writing, to the Settlement Office (through the Agency Administrator) of withdrawal from the Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement;
   4.6.2 Only when the Member(s) appointing the GSSA has (have) notified the Agency Administrator, in accordance with Resolution 871, with not less than three calendar months’ notice, in writing, that they have terminated their appointment of the GSSA;
   4.6.3 The Agency Administrator has given to the GSSA three calendar months’ advance in writing, of termination of the GSSA’s participation in the CASS. In the event the Agency Administrator gives such notice, he shall at the same time notify the Settlement Office of termination of the GSSA’s participation in the Settlement Office Agreement; thereafter the GSSA shall cease to be a party to that Agreement three calendar months from the date of the said notice. In the case of non payment of IATA fees no notice period is required.

5. The GSSA undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS under Section 2 of Resolution 801r (or Resolution 801re for EACP countries) and under Resolution 851 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the GSSA at the address given above.

To be completed by the GSSA: .................................................................
Signature: ...........................................................................................
Name: ..............................................................................................
Title: .................................................................................................
Date: .................................................................................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature: ..........................................................................................
Name: ..............................................................................................
Title: .................................................................................................
Date: .................................................................................................

Note: This document must be signed at the GSSA’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.

* Amount determined for country by ISS Management in conjunction with CPG
RESOLUTION 851
Appendix ‘G’

FORM OF AUTHORISATION
To be completed by an IATA Member Airline

STATEMENT BY PRINCIPAL AIRLINE*
FOR GSSA ACTING ON THEIR BEHALF TO PARTICIPATE IN CASS (country)

TO:
Agency Administrator
International Air Transport Association
33, Route de l’Aéroport
1215 Geneva 15 Airport
Switzerland

Name of Airline: ............................................................................................
Address: ........................................................................................................
.......................................................................................................................

(a) hereby authorises (name of GSSA applicant) to act on its behalf in the collection and payment of all amounts settled through the Cargo Accounts Settlement System of (country) to which the above-named GSSA is applying to become a Billing Participant;

(b) confirms that, in conformity with Resolution 871, Paragraph 8, it:
   (i) has notified the Agency Administrator of the name and address of the GSSA, the effective date of the appointment and the GSSA territory;
   (ii) shall notify the Agency Administrator of any subsequent changes to the appointment affecting the information in the original notification.

Signature: ....................................................................................................
Name (in print): ............................................................................................
Title: ..............................................................................................................
Date: ............................................................................................................

Note: This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.

* A separate authorisation should be provided for each airline represented by the GSSA
FORM OF AUTHORISATION
To be completed by a Non-IATA Air Carrier

STATEMENT BY PRINCIPAL AIRLINE*
FOR GSSA ACTING ON THEIR BEHALF TO PARTICIPATE IN CASS (country)

TO:
Agency Administrator
International Air Transport Association
33, Route de l’Aéroport
1215 Geneva 15 Airport
Switzerland

Name of Airline: ........................................................................................
Address: ....................................................................................................
...................................................................................................................

(a) hereby authorises (name of GSSA applicant) to act on its behalf in the collection and payment of all amounts
settled through the Cargo Accounts Settlement System of (country) to which the above-named GSSA is applying
to become a Billing Participant;

(b) confirms that, in the event that it terminates its appointment of the GSSA acting on its behalf, it shall provide
written notification of the termination to ISS Management (through the Agency Administrator) with not less than
three calendar months’ notice prior to the effective date of termination of the appointment.

Signature: ..............................................................................
Name (in print): ..........................................................................
Title: .......................................................................................
Date: ......................................................................................

Note: This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief
Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional
documents, resolution or power of attorney.

* A separate authorisation should be provided for each airline represented by the GSSA
RESOLUTION 851
Appendix ‘H’
LOCAL CUSTOMER SERVICES
MANUAL—CASS (EXPORT) CONTENTS

The contents of the Manual shall cover the following items in the sequence indicated below:
— Table of Contents
— List of Billing Participants
— Glossary
— Outline of the CASS
— Local Service Provisions and Codes of Conduct
— Administrative Forms and Procedures
— AWB Completion
— Billing and Remittance Schedules
— Output Documentation
— Settlement Procedures
— Notification of Changes
— Annual Sales Figures
— CASS Management Contacts

RESOLUTION 851f
CASS CONSULTATIVE COUNCIL

CAC1(45)851f (except USA) (amended) Expiry: Indefinite
CAC2(45)851f (amended)
CAC3(45)851f (amended)

RESOLVED that:

1. In all CASS countries, the Cargo Agency Conference (CAC) hereby establishes a CASS Consultative Council (CCC), to ensure full local consultation between IATA and participating carriers with the national association(s) of cargo intermediaries (Forwarders and Agents), on the operation of the CASS-Export and CASS-Import.

2. In particular, the CCC shall ensure that any enhancements or modifications to the CASS, which could affect the Intermediaries’ interests, are discussed in advance with the local cargo-intermediaries’ association whose members could be affected by the proposed changes.

3. Upon receiving notice of the meeting and its agenda, the local cargo intermediaries’ association shall notify the Air Freight Institute of FIATA, provide it with an agenda, and to the extent possible, a list of the intended participants, at least 21 days in advance of the convening of a CCC.

4. The resulting views of the CCC shall be sent to and received by the IATA-FIATA Consultative Council for its consideration and legal review. To the extent that the proposed change to the CASS requires action by the CAC, the IFCC’s views shall be sent to and received by the CAC for its consideration in deciding whether or not to adopt the proposed changes to the CASS.

All of the procedures set forth in this Resolution and in Resolution 801c shall be completed prior to adoption or implementation of any proposed CASS enhancements or modifications that are subject to review under this Resolution.

In the event there is no local cargo intermediaries association representing the interests of either the local freight forwarders or cargo agents, IATA shall send notice of the CCC to the Chairman of the Air Freight Institute of FIATA, and FIATA shall assist in identifying candidates to attend the meeting such that the local intermediary community is appropriately represented.
RESOLUTION 851r

CARGO ACCOUNTS SETTLEMENT SYSTEM (CASS) PARTICIPATION RULES—FOR IFACP FORWARDERS

CAC1(45 & 46 & Mail C060 & C063)851r (except USA) Expiry: Indefinite (amended)
CAC2(45 & 46 & Mail C060 & C063)851r (amended)
CAC3(45 & 46 & Mail C060 & C063)851r (amended)

WHEREAS the IATA Cargo Accounts Settlement System (CASS) is in principle an efficient and cost effective mechanism created and administered by the International Air Transport Association (IATA) and its member airlines, for accounting and settlement between airlines and forwarders, subject to fair, transparent and non-discriminatory implementation.

WHEREAS the Conference wishes to deal with billing and remitting procedures, and participation related matters under the CASS in a single Resolution; and

WHEREAS to ensure that notwithstanding any variations in CASS participation rules and the IATA-FIATA Air Cargo Program (IFACP), the rules governing CASS billing and remittance matters shall be applied in a consistent manner, it is

RESOLVED that the following Procedures are adopted and shall be applied in conjunction with other applicable CASS participation rules, and IATA-FIATA Air Cargo Program Rules, or procedures set out in that Program Handbook.

1. IFACP FORWARDER PARTICIPATION IN CASS

1.1.1 To participate in CASS under the provisions of this Resolution, an IFACP Forwarder, as defined in Resolution 823, will be required to sign an IFACP Forwarder Agreement. Nothing is these procedures shall preclude a CASS Airline and a IFACP Forwarder from making alternative arrangements for accounting, billing and settlement on a bilateral basis outside of CASS.

1.1.2 Any reference made to the IFACP or IFACP financial criteria in this rule is solely at the discretion of the Cargo Agency Conference and not endorsed by the IFGB.

1.2 FINANCIAL STANDING REQUIREMENTS FOR IFACP FORWARDERS

1.2.1 The IFACP Forwarder must meet and comply with any Local Financial Criteria that apply in its country of business, or minimum global financial criteria, as established under the applicable IFACP Rules.

2. BILLINGS, REMITTANCES AND SETTLEMENTS

This Section is applicable to all IFACP Forwarders for the country/area of a CASS when amounts due to the Carrier(s) are billed and consequently are to be settled via the CASS.

2.1 GENERAL

2.1.1 Monies Due To CASS Airlines

Monies due to the CASS Airlines associated with the carriage of cargo shall be remitted through CASS.

2.1.2 CASS–Cargo Accounts Settlement System terms

For the purpose of these rules the term 'CASS' shall mean the system, which processes IFACP Forwarders' accountable transactions to produce statements in the form of billings, collects IFACP Forwarders' remittances in respect of such billings and disburses them to the CASS Airlines to which monies are due. Where the processing of accountable transactions and the collection/dispersment of monies are carried out by two separate institutions, which may include a Settlement Office and/or a Clearing Bank, the term 'CASS' shall mean those institutions either collectively or individually.

2.2 BILLING–FREQUENCY, PERIOD AND DATE

2.2.1 The Cargo Agency Conference shall set the frequency and length of the billing periods applicable to each CASS, which shall be consistent with the remittance frequency established. Each CASS airline shall submit data within a reasonable time in respect of the accountable transactions made on its behalf by IFACP Forwarders for billing, in accordance with the timetable and calendar of each CASS;

2.2.2 The billing frequency shall be as agreed for a specific CASS by the Cargo Agency Conference and notified to all participants in such CASS. The billing frequency shall relate to the remittance frequency in the respective CASS and should be at least twice each month, more often where shorter remittance cycles apply, but as a minimum must be at least once a month;

2.2.3 The time span covered by a billing hereunder shall be called the ‘Billing Period’. The Billing Period shall run from the close of business on each billing date to the close of business on the next billing date. The precise time span covered will be determined in each case by the date of the accountable transactions that each CASS Airline wishes to include in that billing. The last day of the billing period is hereinafter called ‘the Billing Date’;

2.2.4 Each CASS Airline must submit its data electronically through CASSlink, or as instructed by CASS, and shall ensure that all accountable transactions in respect of IFACP Forwarders are received by the CASS in time to be included in the next appropriate billing. A CASS Airline may also submit accountable transactions occurring prior
to the current Billing Period. Data shall be submitted so as to be in the possession of each CASS by the time and date published by IATA in the CASS calendar. The day by which CASS Airline data is required to be in the possession of the CASS for IFACP Forwarder billing purposes under the provisions of this Subparagraph is hereinafter referred to as 'the Submission Date'.

2.3 SETTLEMENT FREQUENCY AND REMITTANCE DATE

2.3.1 IFACP Forwarders shall remit monies due on CASS billings directly to Clearing Bank as per instructions provided by IATA from time to time. The day by which remittance is required to reach CASS under the provisions of this Subparagraph is hereinafter referred to as 'the Remittance Date'.

2.3.2 IATA may require the IFACP Forwarder to provide the necessary information and/or an authorisation form permitting it to draw cheques on, or otherwise debit the IFACP Forwarder’s bank account in favour of the International Air Transport Association, or the institution designated, in payment of all amounts due to CASS Airlines. Such authorisation shall be in the form prescribed from time to time by IATA and shall be submitted by the IFACP Forwarder once, or for each Remittance Period. In the latter case IATA shall require the IFACP Forwarder to specify the maximum amount, including an adjustment factor, for which it is authorised to debit the IFACP Forwarder’s account;

2.3.3 The IFACP Forwarder shall give IATA 30 days advance notice by e-mail or certified or registered mail of its intention to change its bank or bank account(s);

2.3.4 A IFACP Forwarder having more than one office holding stocks of Air Waybills, may request in writing to IATA the authorisation for such field offices to be billed individually for Air Waybills issued from their stock. IATA shall assign an additional ‘Numeric Code’ for such purpose, in accordance with Resolution 821. Such individual billings shall be settled directly with CASS by the IFACP Forwarder’s office granted such authorization. The IFACP Forwarder’s (Head/Principal Office) shall remain responsible for the correct issuance of all such Air Waybill stocks and the timely settlement in respect of any and all billings by its individual field offices, or Branch Office Locations.

2.3.5 The time span in respect of which a remittance is to be made to CASS hereunder shall be called the ‘remittance period’. A Remittance Period shall not be shorter than a Billing Period but may cover more than one Billing Period.

2.3.6 ‘Remittance Date’ is the time and day when billed amounts must be paid to CASS. If the CASS is closed for business on the day on which the remittance is required to reach it, the remittance shall be made by the IFACP Forwarder so as to reach the CASS before its close of business on the first subsequent day when it is open for business;

2.3.6.1 The frequency of IFACP Forwarder remittances via CASS shall be as determined by the Cargo Agency Conference and notified by each CASS to all participants and published as the CASS calendar. It shall be at least once each month, but may be more frequent. Provided that, where feasible, IATA may also permit an individual IFACP Forwarder to voluntarily elect to remit at such greater frequency and for such length of time as deemed appropriate;

2.3.6.2 IFACP Forwarder remittance shall be made so that funds are cleared and reach the CASS by its close of business on a specified date, or specific number of days following the Billing Date under settlement, which shall be established in respect of each CASS and published for all participants. See Appendix ‘A’ for details;

2.3.6.3 The date and number of days shall reflect the remittance frequency which shall in not be later than the 30th day following the Billing Date; unless the Cargo Agency Conference exceptionally establishes a different date for a specific CASS or for a specific settlement method.

2.4 GRACE PERIOD

2.4.1 A ‘grace period’ is a number of additional days that may be established by Conference in respect of a CASS that will be allowed for IFACP Forwarders to settle any outstanding amounts, counting from and including the first day after the Remittance Date;

2.4.2 The Grace Period referred to in Paragraphs 3.1 below shall be ten calendar days, except where a specific shorter Grace Period has been established. The Grace Period that applies in CASS countries can be found in Appendix A.

2.5 CHANGES

2.5.1 Changes to the CASS Remittance Date and/or frequency referred to in this paragraph, and/or the Grace Period, shall be made by the Cargo Agency Conference in accordance with its due process, whenever possible, following consultation via an appropriate Local Customer Advisory Group Cargo (LCAGC) and Agent Liaison Working Group (ALWG);

2.5.2 Changes to the frequency or date of remittance taken by vote of the Cargo Agency Conference shall, take effect from a future date to be determined by Conference, on which date the result of such vote is declared effective.

3. IRREGULARITIES AND DEFAULT

The provisions of this Paragraph shall govern failures by IFACP Forwarders to adhere to the remittance procedures and/or dates set out above and in this Section.

3.1 IRREGULARITIES AND DEFAULT

The provisions of this Paragraph shall govern failures by IFACP Forwarders to adhere to the remittance procedures and/or dates set out above and in this Section.
3.1.1 Irregularities and Default

3.1.1.1 Circumstances which result in failure to adhere to the remittance procedures, for which the IFACP Forwarder will be served with a Notice of Irregularity and will accrue a specified number of penalty points, are:

<table>
<thead>
<tr>
<th>Type of Irregularity</th>
<th>Penalty Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdue remittance/late payment</td>
<td>1 penalty point</td>
</tr>
<tr>
<td>Dishonoured remittance/cheque</td>
<td>1 penalty point</td>
</tr>
<tr>
<td>Rejected debit/electronic transfer</td>
<td>1 penalty point</td>
</tr>
<tr>
<td>Unauthorized short payment</td>
<td>1 penalty point</td>
</tr>
<tr>
<td>Failure to remit in correct Billing Currency</td>
<td>1 penalty point</td>
</tr>
</tbody>
</table>

3.1.1.2 A notice of irregularity shall be sent in writing to the IFACP Forwarder and set out the specific circumstances giving rise to the irregularity and will demand an immediate settlement if outstanding amounts are due by the Remittance Date. Only one irregularity notice and corresponding one penalty point shall be applied to an IFACP Forwarder in respect of the same billing or remittance period.

3.1.2 Extraneous Factors Affecting IFACP Forwarders, Bankruptcy, Cessations

3.1.2.1 IATA’s actions described in this Section, in respect of payment failures and non-receipt of remittances by CASS by the due date, shall not apply when it can be determined that the IFACP Forwarder had adequately undertaken all of the required remittance procedures, and that such non-receipt had been caused by extraneous factors directly affecting the IFACP Forwarder, such as described in 3.5, 3.6 & 3.7 below;

3.1.2.2 An IFACP Forwarder shall be suspended from CASS and a notice of termination of its CASS participation shall be sent in the following circumstances:
   i. if there is a cessation in the operation or transfer of the IFACP Forwarder’s business to different entity than the one to which its IFACP Agreement relates;
   ii. in the event the IFACP Forwarder is declared bankrupt, placed in receivership or judicial administration, goes into liquidation or becomes subject to any other similar legal procedure affecting its normal operation, including actions affecting its license to trade (where this is officially required).

3.1.2.3 Concurrent with this suspension, a demand for payment and immediate settlement of all monies due shall be made when allowed by the provisions of applicable law in the IFACP Forwarder’s country of operation.

3.1.3 Demand for Payment

For the purpose of this paragraph, where IATA issues: a demand for immediate payment; or a demand for immediate accounting and settlement, the deadline for CASS’ receipt of such from the IFACP Forwarder shall be the close of business on the last day of the Grace Period. Except in the circumstances described in 3.1.2.2 above, when immediate shall mean by the end of the next business day.

3.1.4 Overdue Remittance/Authorisation

3.1.4.1 If Cass has not received from a IFACP Forwarder by the Remittance Date either full remittance, or where required, an authorisation form as specified in Subparagraph 2.3.2 of this Section, in respect of its billings, IATA shall immediately send to the IFACP Forwarder a notice of irregularity and demand immediate payment from the IFACP Forwarder;

3.1.4.2 If the IFACP Forwarder does not comply with the currency of settlement as indicated in the billing statement, IATA shall issue a notice of irregularity to the IFACP Forwarder for non-compliance with payment procedures;

3.1.4.3 If subsequent to action taken pursuant to Subparagraph 3.1.4.1 above the IFACP Forwarder fails to make immediate and complete settlement of the amounts due or to submit the authorisation form, as applicable, by the last day of the Grace Period, IATA shall immediately take default action with respect to the IFACP Forwarder in accordance with the provisions of Paragraph 3.3 of this Section.

3.1.5 Dishonoured Cheque or Other Method of Payment

If a cheque, debit, or any other method of payment in settlement of amounts due is dishonoured or rejected and results in non-payment by the drawee bank, IATA shall send to the IFACP Forwarder a notice of irregularity and demand immediate payment from the IFACP Forwarder of amounts due. Such notice shall count as one irregularity and penalty point for the purposes of the lists provided for in Subparagraph 3.1.4.1 of this Paragraph. If payment is not received by the last day of the Grace Period IATA shall immediately confirm in writing to the IFACP Forwarder advising that default action is being taken, by reason of the dishonoured cheque, rejected direct debit or any other method of nonpayment. IATA shall simultaneously take default action with respect to the IFACP Forwarder in accordance with the provisions of Paragraph 3.3 of this Section.

3.1.6 Accumulated Irregularities

After each Remittance Date, IATA shall compile and publish to CASS Airlines a list containing the names of all the IFACP Forwarders that have been sent notices of irregularity and have accumulated a penalty points under any of the provisions of these Rules since the preceding Remittance Date. A notice of irregularity is provided for informational purposes and does not require any particular action by CASS Airlines:

3.1.6.1 When a Forwarder accumulates three instances of notices of irregularity during a 12 month period it shall be subject to a financial review by IATA to evaluate its financial standing. The financial review shall be based on a number of financial standing indicators which shall include an assessment of its most recent financial
accounts against IFACP Local Financial Criteria applicable in its country of operation. Such assessment may require the Forwarder to provide a financial security covering its current CASS remittance value and sales amount at risk.

3.1.6.2 If four instances and notices of irregularity, or any other number limit that has been agreed by the Cargo Agency Conference in respect of a CASS, are issued in respect of a IFACP Forwarder and are recorded on such lists during any 12 consecutive months, IATA shall immediately take default action with respect to the IFACP Forwarder in accordance with the provisions of Paragraph 3.3 of this Section.

3.1.7 IFACP Forwarder in Default as an IATA Approved Passenger Sales Agent

If the same legal entity that is an IFACP Forwarder in a specific country is also approved as a Passenger Sales Agent under the IATA Passenger Sales Agency Rules applicable in that country and such IATA Agent is declared in default in the Billing and Settlement Plan (BSP) and under those Rules has outstanding amounts due to Airlines, the IFACP Forwarder shall also be deemed in default under these CASS Rules and default action with respect to the IFACP Forwarder shall be taken in accordance with the provisions of Paragraph 3.3 of this Section;

3.1.8 Charges

3.1.8.1 notwithstanding the provisions of Subparagraphs 3.1.4 and 3.1.5 of this Paragraph, the Cargo Agency Conference may decide to sanction instances of failures to comply with procedures and instructions, which generate additional cost to CASS Airlines and instances of overdue remittances, by the levy of a general cost recovery or operational charge. The levels of such charge shall be determined from time to time by the Cargo Agency Conference and notified by IATA to FIATA and the local forwarders association (if any) and all IFACP Forwarders in the CASS area;

3.1.8.2 CASS operational charges shall be in the amount debited by IATA as a result of the IFACP Forwarder's failure to remit as prescribed, increased, if applicable, by an amount to compensate for any extra costs incurred by IATA in relation to such failure;

3.1.8.3 when charges are to be levied, IATA shall instruct the CASS to debit an IFACP Forwarder for such charges, and then notify the IFACP Forwarder concerned;

3.1.8.4 charges debited to IFACP Forwarders pursuant to this Subparagraph shall, except as otherwise specified, be included by CASS in its first subsequent billing to the IFACP Forwarder concerned and shall be due and payable by the IFACP Forwarder by the Remittance Date applicable to such billing. Such charges shall, for the purpose of Subparagraph 3.3.1.1(b) of this Section, be deemed part of all amounts owing by the IFACP Forwarder.

3.1.8.5 Pursuant to Paragraphs 3.1.8.1 through 3.1.8.4 a standard administration fee to recover late remittance costs in the CASS operations governed under Resolution 851r is applicable for late remittances above USD 50 (or equivalent in local currency) based on the following formula: USD 128 (or equivalent in local currency) + (Bank base interest rate of unpaid amount + 2%) x (no. of days delayed)/365.

3.2 NOTIFICATION OF IRREGULARITY

When IATA is required under any of the provisions of Paragraph 3.1 of this Section to send to an IFACP Forwarder a notice of irregularity, it shall immediately send the IFACP Forwarder a written notification, by registered letter and/or e-mail, in the form prescribed from time to time advise all CASS Airlines in the area concerned; provided that where the CASS covers more than one country, the irregularity shall apply to the entire area of such CASS. A notice of irregularity is provided for informational purposes and does not require any particular action by CASS Airlines:

3.3 DEFAULT ACTION

3.3.1 If default action is required to be taken in accordance with any of the provisions of Paragraph 3.1 of this Section;

3.3.1.1 IATA shall immediately take the following action:

3.3.1.1(a) promptly advise the IFACP Forwarder that default action has been invoked, in respect of all of its Air Waybill issuing offices, with confirmatory written advice to be sent under registered cover;

3.3.1.1(b) demand an immediate full and complete accounting and settlement of all monies due and outstanding from the IFACP Forwarder whether or not the Remittance Date for payment thereof has arrived. The accounting obtained in respect of all its Air Waybill issuing office locations and any monies received shall be transmitted to the CASS;

3.3.1.1(c) notify all CASS Airlines in the area concerned of the default;

3.3.1.1(d) notify the IFACP Forwarder that it may initiate a review with the Commissioner pursuant to the provisions of Resolution 811e, Section 1.1.

3.3.1.2 IATA shall immediately advise the head offices of all Members that the IFACP Forwarder is in default as well as other CASS Airlines who do business with the IFACP Forwarder via CASS shall be notified;

3.3.1.3 CASS, on receiving notice that an IFACP Forwarder is in default, shall take the following action:

3.3.1.3(a) immediately suspend the IFACP Forwarder from CASS;

3.3.1.3(b) immediately establish from the Airline data submissions in its possession an up-to-date statement of indebtedness for the IFACP Forwarder concerned;

3.3.1.3(c) check any accounting and settlement obtained from the IFACP Forwarder and report any discrepancies;
3.3.1.3(d) distribute any monies obtained by the CASS from the IFACP Forwarder among the CASS Airlines concerned in accordance with the standing instructions of the Cargo Agency Conference;

3.3.1.4 CASS Airlines, on receiving notice that an IFACP Forwarder is in default and has been suspended from CASS shall individually determine how they will continue to conduct business with such IFACP Forwarder;

3.3.1.5 Billing Disputes

If it is identified, at any time, that a dispute exists with an individual item or individual airline, in respect of the CASS billing, an irregularity notice shall not be issued, or if already issued, it shall be withdrawn. IATA shall also withhold or withdraw any declaration of default resulting from such dispute. In the event that the CASS Airline does not admit the existence of a dispute, the Agency Administrator shall require the Forwarder either to supply documented evidence demonstrating existence of the dispute or, to pay the amount of the short payment into an ‘escrow account’. Provided that either of such conditions is met, the Agency Administrator shall withhold or withdraw the notice of irregularity. If still not resolved then the disputed item/issue shall be removed from CASS and shall be dealt with bilaterally between the parties concerned;

3.3.1.6 if a default is withdrawn, IATA shall so notify the IFACP Forwarder and all recipients of the declaration of default. The notice of irregularity giving rise to such default shall also be removed by IATA from the list maintained pursuant to the provisions of Subparagraph 3.1.6 of this Section;

3.3.1.7 thereafter, if the declaration of default is not withdrawn, the provisions of Section 3.3 of this Resolution shall apply.

3.4 SUBSEQUENT IRREGULARITIES

Notices of irregularity reported in accordance with Paragraph 3.1 of this Section in respect of sales effected between the end of the reporting period for which the IFACP Forwarder was declared in default and the date the IFACP Forwarder was declared in default shall not be entered on the list maintained by IATA.

3.5 REMITTANCE DELAYED BY OFFICIAL GOVERNMENT ACTION

Notwithstanding any other provision contained herein, an IFACP Forwarder shall not be sent a notice of irregularity or be declared in default with respect to all or any part of a remittance to the extent that the IFACP Forwarder is unable to make full settlement because of official Government action which directly prevents such settlement; provided that the IFACP Forwarder demonstrates that the amount due has been made available for remittance at a recognized bank but cannot be remitted owing to such official Government action.

3.6 FORCE MAJEURE

The Forwarder or the Carrier shall not be liable for delay or failure to comply with the terms of the Forwarder Agreement to the extent that such delay or failure (i) is caused by any act of God, war, natural disaster, strike, lockout, labour dispute, work stoppage, fire, third-party criminal act, quarantine restriction, act of government, or any other cause, whether similar or dissimilar, beyond the reasonable control of the Forwarder or Carrier, and (ii) is not the result of the Forwarder’s or the Carrier’s lack of reasonable diligence.

3.7 BANK ERROR

3.7.1 A ‘Bank Error’ is one that is substantiated by evidence acceptable to IATA as provided for below, which resulted in the bank’s failure to honour a cheque or transfer, or otherwise make payment on behalf of the IFACP Forwarder, which consequently resulted in the IFACP Forwarder being issued with a notice of irregularity, or declared in default. If the bank error is substantiated the irregularity and/or default action shall be withheld or withdrawn and the same status of the IFACP Forwarder reinstated as prior to the incident.

3.7.2 Evidence of a Bank Error in all cases means an original bank letter provided to IATA, signed by a bank manager which must be sent to IATA within 10 working days of the incident by registered post or courier, stating that the delay in remittance was due to bank error and that the customer (IFACP Forwarder) had sufficient funds available at that time.

3.8 EXCEPTIONAL CHANGES TO REMITTING PROCEDURES

Notwithstanding any provision to the contrary in this Section, the frequencies of billing and remitting and/or the Remittance Date for any CASS country may be modified in response to exceptional changing economic or extraordinary circumstances by the Agency Administrator, using his autonomy to act in exceptional circumstances.

3.9 CASS IMPLEMENTATION—TRANSITIONAL RULES

Notwithstanding the provisions of Paragraphs 2.5 and 3.1 of this Section, the Cargo Agency Conference may establish different Billing or Remittance Dates, and Grace Periods for sales under the CASS concerned. Additionally, the Cargo Agency Conference may establish different accumulated irregularity provisions. These variations may apply for the first full year of CASS implementation only.

3.10 BILLING QUERIES

To ensure CASS billings are as accurate as possible the following procedures shall be implemented by all CASS participating airlines and GSSA’s.
3.10.1 Each CASS Participant will activate CASS-link online correction services, facilitating IFACP Forwarder billing adjustment requests via the automated web tool.

3.10.2 Each CASS shall implement a correction period within its processing calendar.

3.10.3 IATA shall enhance the CASS reporting calendar to include two additional deadlines;

3.10.3.1 A query notification deadline, by which date IFACP Forwarders must register billing queries through CASS Link. Such deadline shall be no less than 4 calendar days following the date of the CASS invoices for the billing period in question, where the CASS Remittance Period is 28–30 days, and no less than 2 calendar days following the date of the CASS invoices where the CASS Remittance Period is 15 days.

3.10.3.2 A query response deadline, by which date CASS Airlines must respond through CASS Link to all registered queries. Such deadline shall be no less than 4 calendar days prior to the Remittance date for the billing period in question. Responses may be one of the following;

3.10.3.2.1 Accept, meaning the Participant agrees with the registered query;

3.10.3.2.2 Reject, meaning the Participant does not agree with the registered query;

3.10.3.2.3 Airline handled, meaning the Participant agrees with the registered query and will be generating the appropriate credit within its own system for processing through CASS;

3.10.3.2.4 Amend, meaning the Participant wishes to process a credit for a different amount to that registered.

3.10.4 Prior to each CASS processing the correction period, established pursuant to paragraph 3.10.2 above, all registered queries in accordance with paragraph 3.10.3.1 that have not been responded to in accordance with paragraph 3.10.3.2 shall be automatically processed as approved.

3.10.5 Notwithstanding paragraph 3.10 above CASS Airlines may in subsequent billing periods re-invoice registered queries, which they subsequently determine should have been initially rejected.

4. CONSEQUENCES OF DEFAULT

4.1 DETERMINE IFACP FORWARDER’S INDEBTEDNESS TO CASS AIRLINES

4.1.1 When IATA has determined that an IFACP Forwarder, declared in default under any of the provisions of this Resolution, has failed to settle all amounts due, it shall give the IFACP Forwarder notice of termination of its participation in CASS and shall notify all CASS Airlines and the IFACP Program Secretariat of such action;

4.1.3 Upon receipt of a notice of termination the IFACP Forwarder shall have the right to request a review by the Cargo Commissioner;

4.1.4 The Cargo Commissioner, at his discretion, and depending upon the circumstances surrounding the default and/or actions following the default and/or following settlement of amounts due and actions described in 4.3 below, may uphold the decision to terminate or may retain the IFACP Forwarder, as described in 4.4 below.

4.2 SETTLEMENT OF AMOUNTS DUE

When a IFACP Forwarder declared in default is able to demonstrate to IATA prior to the termination date specified in the notice of termination that all outstanding amounts, if any, have been fully settled, IATA shall notify CASS Airlines accordingly. Thereafter, the provisions of Paragraphs 4.3 and 4.4, as appropriate of this Section shall apply.

4.3 ACTIONS FOLLOWING SETTLEMENT OF AMOUNTS

4.3.1 When IATA is satisfied that the IFACP Forwarder has effected settlement of all outstanding amounts, the IFACP Forwarder shall be required to furnish a financial security to allow its reinstatement in CASS. The financial security shall be in a form prescribed by IATA, such as a bank guarantee, or other acceptable form of insurance or bond. It shall be in an amount equivalent to the IFACP Forwarder’s sales at risk, calculated on its CASS billings and remittance values for two latest periods, or the default amount, whichever is the greater.

4.3.2 Upon receipt of the required financial security, the Forwarder will be reinstated in CASS. Following reinstatement, the IFACP Forwarder may request a financial review in accordance with the Local Financial Criteria applicable in its country of operation and as described in the IFACP rules. Such review will only be conducted based on the financial position and audited accounts of the IFACP Forwarder dated no earlier than 6 months following the date of reinstatement.

4.3.3 If the IFACP Forwarder, having settled all outstanding amounts, is unable to furnish a financial security, or to demonstrate by a specified date that its financial and credit standing again satisfies the applicable Local Financial Criteria, IATA shall serve notice of termination to the IFACP Forwarder in respect of its participation in CASS.

4.3.4 Without prejudice to the notice of termination, if the IFACP Forwarder is able to furnish the required financial security, or to demonstrate a satisfactory financial standing meeting the Local Financial Criteria, the termination shall be waived and the provisions of 4.4 shall apply.
4.4 EFFECTS OF RETENTION AFTER SUSPENSION OR DEFAULT

4.4.1 If the IFACP Forwarder is reinstated and retained as a CASS participant after having complied with the provisions above, it shall be cleared of the default status and all irregularities recorded against it prior to the default. For the purposes of Subparagraph 3.1.6 of this Resolution, the commencement of the 12 months period shall be the date of IATA's notice to CASS Airlines regarding the clearance of the Default status of the IFACP Forwarder, or the date of the decision by the Cargo Commissioner to retain the IFACP Forwarder as applicable.
**RESOLUTION 851r**

Appendix ‘A’

**TABLE BY CASS OF REMITTANCE FREQUENCY, REMITTANCE DATE, GRACE PERIOD**

<table>
<thead>
<tr>
<th>CASS Region Country</th>
<th>Settlememt Frequency</th>
<th>Remittance Date after Billing</th>
<th>Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GLOBAL STANDARD</strong></td>
<td>1 and 2 times monthly</td>
<td>7, 15, 28-30 days</td>
<td>5-10 days</td>
</tr>
<tr>
<td><strong>Region LATAM</strong></td>
<td>2 times</td>
<td>15 days</td>
<td>5 days</td>
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<tr>
<td>Brazil (Import)</td>
<td>2 times</td>
<td>15 days</td>
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</tr>
<tr>
<td>Canada</td>
<td>2 times</td>
<td>30 days</td>
<td>5 days</td>
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<tr>
<td>Chile</td>
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<td>Ecuador</td>
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<tr>
<td>Peru</td>
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<td>1 day</td>
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<tr>
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<td>1 time</td>
<td>28-30 days</td>
<td>10 days</td>
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<tr>
<td>Israel</td>
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<td>15 days</td>
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<tr>
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<tr>
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<td>32 days</td>
<td>10 days</td>
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<tr>
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<td>1, 2 times</td>
<td>15, 30 days</td>
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<tr>
<td>Bahrain</td>
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<tr>
<td>Kingdom of Saudi Arabia</td>
<td>2 times</td>
<td>15 days</td>
<td>2 working days</td>
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<td>Kuwait</td>
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<td>Morocco</td>
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<td>Oman</td>
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<td>Qatar</td>
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<td>United Arab Emirates</td>
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<td>15 days</td>
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<tr>
<td><strong>Region ASIA PACIFIC</strong></td>
<td>2 times</td>
<td>28 days</td>
<td>10 days</td>
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<tr>
<td>Australia***</td>
<td>2 times</td>
<td>30 days and mid and last day of the Month</td>
<td>4 days</td>
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<tr>
<td>Bangladesh</td>
<td>2 times</td>
<td>15 days and mid and last day of the month</td>
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<td>India</td>
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<td>Korea</td>
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<td>30 days and mid and last day of the month</td>
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<td>Malaysia</td>
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<td>15 days and mid and last day of the month</td>
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<tr>
<td>Pakistan**</td>
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<td>15 days and mid and last day of the month</td>
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<tr>
<td>Thailand</td>
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<td>30 days and mid and last day of the month</td>
<td>10 days</td>
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<tr>
<td><strong>Region NORTH ASIA</strong></td>
<td>2 times</td>
<td>15, 30 days</td>
<td>10 days</td>
</tr>
<tr>
<td>China</td>
<td>2 times</td>
<td>30 days</td>
<td>10 days</td>
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</table>
*Under CASS, applicable to any entity acting as an Agent of a CASS Airline*

**CHILE ONLY** if the Settlement Office has not received from an entity acting as an Agent of a CASS Airline by the remittance date either full remittance, or where required, an authorisation form equivalent to what is prescribed in Subparagraph 2.3.2 of this Section, in respect of its billings, it shall immediately so advise the Agency Administrator. Upon receipt of such advice, the Agency Administrator shall immediately send to the entity acting as an Agent of a CASS Airline a notice of irregularity and shall investigate the failure with that entity. An irregularity shall also be issued for any entity acting as the Agent of a CASS airline who fails to provide invoices for commissions paid, outside of the legally mandated timeline. The CASS Airline shall report the issue to IATA, and it shall be considered a payment related irregularity, and therefore also trigger a financial security request under the applicable rules.

**PAKISTAN ONLY** For the purpose of this paragraph, where 30 June and 31 December of any year are each not a declared holiday in Pakistan, those dates shall be treated as banking holidays and Remittances due falling on such dates shall be deferred to the next bank working day.

**AUSTRALIA** If the Settlement Office is closed for business on the 30th June, remittances normally due on that day shall be made so as to reach the Settlement Office by its close of business on the last day in June that is open for business.
RESOLUTION 853

CASS-IMPORT & TERMINAL CHARGES

CAC1(45 & Mail C059)853 Expiry: Indefinite (except USA) (amended)
CAC2(45 & Mail C059)853 (amended)
CAC3(45 & Mail C059)853 (amended)

NOTE: At CAC 37 the change of name for this Resolution from CASS Import to CASS Import and Terminal Charges was adopted, however the EACP JC did not endorse the change. For the EACP Area please substitute CASS Import wherever the term CASS Import and Terminal Charges appears in this Resolution.

WHEREAS the 1998 IATA Annual General Meeting agreed to restructure the IATA Industry Settlement Systems and has approved IATA to be responsible to the IATA Board of Governors for the Management and efficient operation of this business activity and to that end has authorised changes in the management and operation of the IATA Industry Settlement Systems (hereafter referred to as "ISS"), and

WHEREAS it is therefore necessary to recognise the responsibility of IATA for all ISS administration and operational functions, such as:
- ISS budgets (cost and revenues)
- ISS staffing
- ISS contracts (service agreements) to include signature authority
- ISS office management and administration

and further to recognise that ISS matters will be supervised by the IATA Board of Governors, and

WHEREAS the IATA Board of Governors has charged the Cargo Committee to provide advice and guidance to the Board on all Cargo settlement matters, and

WHEREAS the IATA Cargo Committee has established a CASS Policy Group (hereinafter referred to as "CPG") to provide policy direction to IATA on CASS matters and to provide advice to IATA on all matters relating to the functional management and operation of CASS;

WHEREAS it is recognised that the terms of reference and activities of the CPG are to:
- Provide a CASS consultative forum between IATA and Member airlines
- Formulate a global representation policy
- Develop the CASS cost sharing formula and CASS pricing policy
- Develop a CASS country development plan
- Approve the commencement of all new feasibility studies and appoints CASS feasibility study groups to work with IATA in the preparation of feasibility study reports
- Review reports received from the Local Customer Advisory Groups
- Monitor local CASS member costs
- Review the CASS budgets on a consultative basis

WHEREAS it is further recognised that in the event of any disagreement or dispute between the CPG and IATA, such dispute shall be referred to the Cargo Committee;

WHEREAS ISS Management shall operate in accordance with the IATA Settlement Systems Service Provisions Manual, the CASS Technical Specifications Handbook and the Local Customer Services Manual which describe the provision of services in the operating CASSs;

WHEREAS the Cargo Agency Conference (hereafter referred to as "the Conference") exercises authority and responsibility over the IATA Cargo Agency Programme, including the relationship between Airlines and Agents, and

WHEREAS Cargo Accounts Settlement Systems (CASS) have been introduced.

It is hereby RESOLVED that,

1. CARGO AGENCY CONFERENCE

1.1 The Conference is responsible for, amongst other things, setting CASS-Import technical standards, together with corresponding changes to Standard forms used in the operation of the CASS-Import & Terminal Charges. These are published in the CASS Technical Specifications Handbook, Attachment ‘A’, which constitutes part hereof;

1.2 amendments to the CASS Technical Specifications Handbook shall be subject to agreement by the Conference, however should the CASS Policy Group (CPG) recommend action be taken on a particular amendment(s) between Conferences, ISS Management shall publish the proposed amendment(s) in writing to all Members. If no protest is received from any Member within 45 days of the publication of the amendment(s), the amendment(s) will be deemed endorsed and the CASS Technical Specifications Handbook will be amended accordingly. In the event of a protest, the reasons therefore shall be given in writing and the protested amendment will be reconsidered at the next meeting of the CPG with a view to overcoming the reasons for disagreement. In the event of continuing disagreement, the matter shall be referred to the Conference for final action;

1.3 The Conference establishes CASS-Import & Terminal Charges for the efficient collection of agreed charges arising from inbound and outbound shipments.

2. LOCAL CUSTOMER ADVISORY GROUPS—CARGO (LCAGC)

2.1 the Conference has established Local Customer Advisory Groups—Cargo (LCAGC) in countries wherever a CASS is in operation, to provide advice to ISS Management on local customer service issues and to coordinate local needs;
2.2 the Conference determines the procedures for establishing the membership of the LCAGC;

2.3 the Rules and Procedures for the LCAGC, as agreed by the Conference, are contained in Appendix ‘B’ to this Resolution and constitute part hereof.

3. FEASIBILITY STUDY— IMPLEMENTATION OF A CASS-IMPORT

The Head Office of any Member, or group of Members, may request ISS Management to initiate a study.

4. PARTICIPATION BY MEMBERS OR WHERE APPOINTED, GSSAs

NOTE: “Or Where Appointed GSSAs” adopted CAC37 not endorsed by EACP JC therefore not applicable EACP Area.

4.1 Participation by IATA Members in any CASS-Import & Terminal Charges is voluntary. IATA Members may join at the inception of a CASS-Import & Terminal Charges or may join at a later date by paying the applicable joining fee set by ISS Management;

4.2 participation in any CASS-Import & Terminal Charges shall be dependent on the Member continuing to pay the appropriate charges for those services that have been provided to the Member in connection with the operation of that CASS-Import & Terminal Charges;

4.3 a Member's participation shall be dependent on it continuing to meet financial criteria established by the Conference, if any;

4.4 upon joining a CASS-Import & Terminal Charges, a Member must sign a Counter-indemnity Agreement with IATA as prescribed in Appendix ‘C’ to this Resolution, where a current signed counter-indemnity is in place, the changes specified in Appendix ‘C’ are deemed to be incorporated therein;

4.5 once a Member has joined a CASS-Import & Terminal Charges, it automatically becomes a Billing Participant, as defined in Resolution 823 “Definitions of Terms Used in Cargo Agency Resolutions”;

4.6 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the Member by the published applicable remittance date.

5. PARTICIPATION BY RECIPIENTS

5.1 Where a CASS-Import & Terminal Charges has been adopted for a given country/area, the Agency Administrator shall offer to execute an agreement with each commercial entity (not being an air carrier) handling air cargo consignments in such country/area who:

5.1.1 regularly and systematically acts by way of trade and for reward, as agent for consignees or consignors named on Air Waybills, or as agent for persons indicated on the face of Air Waybills as persons to be notified upon delivery or as customs consignees;

5.1.2 in the ordinary and usual course of its undertaking, assembles, consolidates or provides for assembling and consolidation of property or performs or provides for the performance of break bulk and distributing operations with respect to consolidated shipments, is responsible for procuring international air transportation of property from the point of receipt to the point of destination and utilises for the whole or any part of such transportation the services of an air carrier;

5.2 an applicant to become a CASS Recipient must sign the agreement specified in Appendix ‘D’ to this Resolution;

5.3 the Agency Administrator signs the agreement on behalf of all Delivering Companies participating in that CASS-Import & Terminal Charges and shall then issue to the applicant a CASS Recipient code number;

5.4 such intermediaries executing the agreement shall become Recipients under the CASS-Import & Terminal Charges from the date stipulated in the agreement and shall from such date be required to remit monies due to CASS-Import & Terminal Charges Delivering Companies and other Members in accordance with the requirements of the CASS-Import & Terminal Charges Local Customer Services Manual.

6. PARTICIPATION BY NON-IATA AIR CARRIERS OR WHERE APPOINTED, GSSAs

NOTE: “Or Where Appointed GSSAs” adopted CAC37 not endorsed by EACP JC therefore not applicable EACP Area.

6.1 A non-IATA air carrier (an Airline), may request participation in a given CASS-Import & Terminal Charges by submitting to the Agency Administrator a Form of Application and Concurrence, in which, amongst other things, they agree to be bound by the applicable Cargo Procedures Conference Resolutions. The Form is prescribed in Appendix ‘E’ to this Resolution:

6.2 upon acceptance by the Agency Administrator, the Airline agrees;

6.2.1 to pay the applicable joining fees set by ISS Management;

6.2.2 to contribute to the management and other costs of such CASS-Import & Terminal Charges as set by ISS Management;

6.2.3 to meet the financial criteria established by the Conference, if any;

6.3 participation in any CASS-Import & Terminal Charges shall be dependent on the Airline continuing to pay the appropriate charges for those services that have been provided to the Airline in connection with the operation of that CASS-Import & Terminal Charges;
6.4 upon joining a CASS-Import & Terminal Charges, an Airline must sign a Counter-indemnity Agreement with IATA as prescribed in Appendix ‘C’ to this Resolution;

6.5 once a non-IATA air carrier has joined a CASS-Import & Terminal Charges, it automatically becomes a Billing Participant, as defined in Resolution 823 “Definitions of Terms Used in Cargo Agency Resolutions”;

6.6 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the Non-IATA Carrier by the published applicable remittance date.

7. PARTICIPATION BY AIRLINE GROUND HANDLING AGENTS (GHAs)

For the purpose of this Paragraph, the term ‘Ground Handling Agent (GHA)’ shall mean any Person, appointed by one or more air carriers to carry out cargo handling, storage and preparation of freight for collection by the consignee or following delivery by the consignor, and other activities for inbound or outbound freight in the area covered by the CASS:

7.1 a Ground Handling Agent (GHA) may request participation in a given CASS-Import & Terminal Charges by submitting a Form of Application and Concurrence to the Agency Administrator. The form, prescribed in Appendix ‘F’ to this Resolution, amongst other things, binds the applicant to the applicable Cargo Procedures Conference Resolutions;

7.2 upon acceptance by the Agency Administrator, the GHA agrees;

7.2.1 to pay the applicable joining fees set by ISS Management;

7.2.2 to contribute to the management and other costs of such CASS-Import & Terminal Charges as set by ISS Management;

7.2.3 to meet the financial criteria established by the Conference, if any;

7.3 participation in any CASS-Import & Terminal Charges shall be dependent on the GHA continuing to pay the appropriate charges for those services that have been provided to the GHA in connection with the operation of that CASS-Import & Terminal Charges;

7.4 upon joining a CASS-Import & Terminal Charges, a GHA must sign a Counterindemnity Agreement with IATA as prescribed in Appendix ‘C1’ to this Resolution;

7.5 once a GHA has joined a CASS-Import & Terminal Charges it automatically becomes a Billing Participant, as defined in Resolution 823 “Definitions of Terms Used in Cargo Agency Resolutions”;

7.6 where a negative settlement occurs as a result of monthly CASS billings, monies due to IATA should be remitted by the Ground Handling Agent by the published applicable remittance date.

8. CASS DELIVERING COMPANY

Pursuant to Paragraphs 4, 6 and 7 of this Resolution, the term ‘CASS Delivering Company’ shall mean a Member, Airline or Ground Handling Agent who participates in a particular CASS-Import & Terminal Charges.

9. IATA SETTLEMENT SYSTEM SERVICE PROVISIONS MANUAL

ISS Management, in consultation with the CPG, shall produce an IATA Settlement System Service Provisions Manual containing terms, conditions and codes of conduct of CASS operations applicable in all areas. The CPG will be responsible for the content of the Manual, however, it shall at all times be in conformity with applicable IATA Resolutions.

10. LOCAL CUSTOMER SERVICES MANUAL—CASS-IMPORT & TERMINAL CHARGES

Wherever a CASS-Import & Terminal Charges has been implemented, ISS Management shall produce a local Customer Services Manual, containing local terms, conditions and codes of conduct of the local CASS operation. The Cargo Agency Conference delegates the authority for the contents of this Manual to the Local Customer Advisory Groups—Cargo (LCAGC), for subsequent endorsement by the CPG. The contents of this Manual shall be in conformity with applicable IATA Resolutions and CPG endorsed participation rules, and are described in Appendix ‘H’.

11. VOLUNTARY TERMINATION

A CASS Delivering Company may withdraw from a particular CASS-Import & Terminal Charges by giving written notice of not less than 3 months and shall be liable for its share of all costs through to the end of the notice period.

12. AIRLINE SUSPENSION OF OPERATIONS

12.1 Reasons for Suspension

Where a Delivering Company participating in a CASS ceases operations, due to financial or other reasons, or where the Delivering Company becomes subject to formal bankruptcy or reorganisation proceedings, ISS Management shall immediately inform all participants in the CASS of the date of such cessation of operations.

12.2 Action by ISS Management

When a Delivering Company ceases operation, ISS Management will continue to collect monies due to such Delivering Company in accordance with the settlement office procedures.
12.3 Right of Set off
When an Airline is suspended from CASS, ISS Management shall have the right to set off any debt or claim owed by such Airline to CASS in relation to a CASS settlement, including any amount owed by the Airline to IATA for the provision of CASS processing and management fees, against any monies held or owed by IATA or any of its divisions and which are payable to that Airline.

13. REPORTING
As outlined in the CASS ITC Local Customer Services Manual.

14. BILLINGS
As outlined in the CASS ITC Local Customer Services Manual.

15. REMITTANCES
As outlined in the CASS ITC Local Customer Services Manual.

16. NOTIFICATION OF LATE PAYMENT
As outlined in the CASS ITC Local Customer Services Manual.

17. SUSPENSION FROM CASS
Pursuant to the provisions of paragraphs, 4, 6, 7 and 8 of Resolution 853, a Delivering Company may be suspended from CASS for not adhering to participation conditions and obligations.

18. CLOSURE OF CASS OPERATION
Should it be necessary, for whatever reason to consider closure of an operating CASS, ISS Management will consult with the CASS Airlines. In the event of closure, ISS Management will normally give notice of at least 12 months to CASS Airlines. All costs relating to the closure incurred during the period of the notice and/or arising after closure will be apportioned between the CASS Airlines in accordance with the ISS pricing formula.

19. TIE-IN
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Appendices:
(Attachment ‘A’ is the CASS Technical Specifications Hand-book and is published separately).
Appendix A: Intentionally left blank
Appendix B: Local Customer Advisory Group–Cargo Rules and Procedures
Appendix C: Counterindemnity
Appendix C1: Counterindemnity for GHAs

Appendix D: Recipient Agreement
Appendix E: Application and Concurrence–Non-IATA Carrier
Appendix F: Application and Concurrence–Ground Handling Agent
RESOLUTION 853
Appendix ‘B’
RULES AND PROCEDURES LOCAL CUSTOMER ADVISORY GROUPS—CARGO (LCAGC)

1. Function
Local Customer Advisory Groups—Cargo (LCAGC) are established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to ISS Management on customer service issues and in particular, establishing and addressing local needs.

2. Membership
The LCAGC will normally consist of not more than 10 persons. The Cargo Agency Conference may authorise a larger number, following a request from an area. LCAGC members and their designated alternates shall be elected for a two-year term by all Participating Delivering Companies in that CASS, from nominations received from participating Delivering Companies. Ideally, LCAGC members should be suitably qualified representatives at a senior level, providing expertise in the different fields of the CASS activity. LCAGC members attend LCAGC meetings as local industry representatives.

3. Meetings, Quorum and Voting
The frequency of meetings is determined by ISS Management, in consultation with CPG or the LCAGC. A quorum shall be a simple majority (one half plus one) of the membership. Each LCAGC is a consultative body and therefore there will be no formal voting. LCAGC will act in the form of making recommendations. Each LCAGC will elect its Chairman from among its members. The local ISS Manager will act as Secretary of these meetings. Other Participating Airlines in the CASS may attend meetings as observers, subject to the prior consent of the CAGC Secretary. Representatives of non-airline entities participating in that CASS may attend certain parts of a CAGC meeting, at the invitation of its Chairman and ISS Management. Additionally, the local/regional ISS Manager may call a customer meeting, at least once per year.

4. Activities
ISS Management may typically consult a LCAGC for:
— advice, as a user forum, on all local matters presented to it by ISS Management, concerning the local operation of CASS.
— advice to the local ISS Manager on the establishment of local CASS business requirements and enhancements, especially where differences from worldwide policy and standards are sought.

guidance to the local ISS Manager, concerning:
— marketplace activities and development opportunities, and other local/area needs.
— other matters, as appropriate.

5. Agenda and Reports
The Agenda of each LCAGC shall consist of customer service issues on which ISS Management seeks the advice of the LCAGC, or proposals submitted by Participating Airlines. It shall be circulated by the LCAGC Secretary not later than 10 days before the start of the meeting. The report of LCAGC meetings shall be submitted to the CPG and circulated promptly by the Secretary to LCAGC Members, and all Participating Airlines. The Secretary of the LCAGC will provide a regular update on action taken pursuant to recommendations from the LCAGC.
RESOLUTION 853
Appendix ‘C’

COUNTERINDEMNITY AGREEMENT
Relating to the Operation of CASS-Import and Terminal Charges Bank Accounts by IATA ("Single Counterindemnity—CASS")

An Agreement entered into:
between (Legal Name of Airline) .............................................................
having its registered office at (full address) ...............................................
hereinafter called “the CASS-Import Airline”

and

the International Air Transport Association (IATA), a non-profit corporation under Canadian Law, having its registered office at 800 Place Victoria, IATA Building, Montreal, Quebec, H4Z 1M1, hereinafter called “IATA”.

WHEREAS the CASS-Import Airline, jointly with other CASS-Import Airlines participating in the same respective Cargo Accounts Settlement System Import & Terminal Charges ("CASS-Import & Terminal Charges") has considered it desirable that IATA operates and maintains certain CASS-Import and Terminal Charges bank accounts (including a “Hinge Account” for clearing services) on its behalf, and

WHEREAS IATA has agreed to provide such service subjed to the CASS-Import Airline and other such airlines providing a Counterindecnmity relating to the risks arising therefrom.

IT IS THEREFORE AGREED AS FOLLOWS:

1. a. Definitions
For the purposes of this Agreement, the term “Hinge Account” shall mean the bank account into which Agents'/Associates'/Recipients' remittances are paid and from which monies are distributed to CASS-Import Airlines;

1. b. Applicability
This Agreement applies to all bank accounts established and operated in the name of IATA on behalf of a CASS-Import & Terminal Charges for the purpose of operating through the Settlement Bank clearing services or administrative or other associated services, for the benefit of the CASS-Import & Terminal Charges.

2. Indemnity
The undersigned CASS-Import Airline will indemnify IATA, its officers and employees, against any liability and costs, for any action taken or omitted in good faith in the performance of the operation of the Clearing (Hinge) Account or other accounts mentioned in Paragraph 1 above, or arising in any other way from the operation of these accounts. Such liability may include, inter alia, shortfalls caused by under-remittance or non-remittance by Agents/Associates/Recipients in cases where the Settlement Bank has credited the CASS-Import Airlines, in anticipation of full and timely remittance by the Agents/Associates/Recipients. In case of such under-remittance or non-remittance, the undersigned CASS-Import Airline, when so requested by the CASS Manager, undertakes to immediately refund the corresponding amount(s) remitted to it to the CASS-Import Hinge Account, and herewith acknowledges and agrees that IATA and ISS Management may take all such action, including legal action, as deemed required in this connection, both on behalf of IATA and the CASS-Import and on behalf of the CASS-Import Airlines concerned. In the event of a liability arising otherwise than by way of non-remittance or under-remittance, the undersigned CASS-Import Airline undertakes to pay the amount of the obligation under this Agreement within 15 days of it being called upon to do so.

3. Preliminary Joint Indemnification
If it cannot be established immediately for which CASS-Import Airline(s) a transaction not supported by a full Agent/Associate/Recipient remittance was effected, the undersigned CASS-Import Airline, jointly with the other CASS-Import Airlines having signed an identical agreement, shall forthwith reimburse and indemnify IATA for any shortfalls, which shall be deemed to be CASS-Import operating costs and expenses. Such cost of reimbursement shall be reappportioned as soon as it has been established for which CASS-Import Airline(s) the respective remittance has been effected, in proportion to each of the undersigned CASS-Import Airline's share in the respective remittance.
4. Collective Binding Agreement

Upon signature, the present document, in conjunction with identical documents signed by other CASS-Import Airlines and IATA, shall constitute a collective binding Agreement, which shall continue in full force and effect for as long as IATA operates any bank accounts as referred to in Paragraph 1 above, provided that if any CASS-Import Airline withdraws from a CASS-Import & Terminal Charges, it shall cease to be a party to the Agreement with respect to that CASS-Import & Terminal Charges. The undersigned CASS-Import Airline shall nevertheless remain liable in respect of any of its liabilities arising prior to withdrawal from the respective CASS-Import & Terminal Charges or termination of IATA’s operation of respective bank accounts as referred to in Paragraph 1 above.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Parties hereto by their duly authorised officers in duplicate, on the day and year that appears below:

For and on behalf of ........................................................... For and on behalf of:

(full name of Airline )
Signature ............................................................................ Signature .................................................................
(full name of person signing) (full name of person signing)
(title of person signing) ....................................................... Agency Administrator ....................................................
 (title of person signing)

(place, date) (place, date)

Notes:

1) In accordance with the EXCOM decision (EXCOM/157, 28 May 1993), this Single Counterindemnity Agreement is to be signed by all airlines participating in a CASS-Import. This one Agreement relates to all CASS-Import operations in which the Airline participates.

2) This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 853
Appendix ‘C1’

COUNTERINDEMNITY AGREEMENT

Relating to the Operation of CASS-Import and Terminal Charges Bank Accounts by IATA
(“Single Counterindemnity—CASS”)

An Agreement entered into:

between (Legal Name of CASS Delivering Company) .............................................
having its registered office at (full address) ..............................................................
For CASS Operation: ..............................................................................................
hereinafter called the “CASS-Import Airline”

and

the International Air Transport Association (IATA), a non-profit corporation under Canadian Law, having its registered office at 800 Place Victoria, IATA Building, Montreal, Quebec, H4Z 1M1, hereinafter called “IATA”.

WHEREAS the CASS-Import Airline, jointly with other CASS-Import Airlines participating in the same respective Cargo Accounts Settlement System Import & Terminal Charges (“CASS-Import & Terminal Charges”) has considered it desirable that IATA operates and maintains certain CASS-Import and Terminal Charges bank accounts (including a “Hinge Account” for clearing services) on its behalf, and

WHEREAS IATA has agreed to provide such service subjed to the CASS-Import Airline and other such airlines providing a Counterindemnity relating to the risks arising therefrom.

IT IS THEREFORE AGREED AS FOLLOWS:

1.a. Definitions

For the purposes of this Agreement, the term “Hinge Account” shall mean the bank account into which Agents'/Associates'/Recipients' remittances are paid and from which monies are distributed to CASS-Import Airlines;

1.b. Applicability

This Agreement applies to all bank accounts established and operated in the name of IATA on behalf of a CASS-Import & Terminal Charges for the purpose of operating through the Settlement Bank clearing services or administrative or other associated services, for the benefit of the CASS-Import & Terminal Charges.

2. Indemnity

The undersigned CASS-Import Airline will indemnify IATA, its officers and employees, against any liability and costs, for any action taken or omitted in good faith in the performance of the operation of the Clearing (Hinge) Account or other accounts mentioned in Paragraph 1 above, or arising in any other way from the operation of these accounts. Such liability may include, inter alia, shortfalls caused by under-remittance or non-remittance by Agents/Associates/Recipients in cases where the Settlement Bank has credited the CASS-Import Airlines, in anticipation of full and timely remittance by the Agents/Associates/Recipients. In case of such under-remittance or non-remittance, the undersigned CASS-Import Airline, when so requested by the CASS Manager, undertakes to immediately refund the corresponding amount(s) remitted to it to the CASS-Import Hinge Account, and herewith acknowledges and agrees that IATA and ISS Management may take all such action, including legal action, as deemed required in this connection, both on behalf of IATA and the CASS-Import and on behalf of the CASS-Import Airlines concerned. In the event of a liability arising otherwise than by way of non-remittance or under-remittance, the undersigned CASS-Import Airline undertakes to pay the amount of the obligation under this Agreement within 15 days of it being called upon to do so.

3. Preliminary Joint Indemnification

If it cannot be established immediately for which CASS-Import Airline(s) a transaction not supported by a full Agent/Associate/Recipient remittance was effected, the undersigned CASS-Import Airline, jointly with the other CASS-Import Airlines having signed an identical agreement, shall forthwith reimburse and indemnify IATA for any shortfalls, which shall be deemed to be CASS-Import operating costs and expenses. Such cost of reimbursement shall be
reapportioned as soon as it has been established for which CASS-Import Airline(s) the respective remittance has been effected, in proportion to each of the undersigned CASS-Import Airline's share in the respective remittance.

4. Collective Binding Agreement

Upon signature, the present document, in conjunction with identical documents signed by other CASS-Import Airlines and IATA, shall constitute a collective binding Agreement, which shall continue in full force and effect for as long as IATA operates any bank accounts as referred to in Paragraph 1 above, provided that if any CASS-Import Airline withdraws from a CASS-Import & Terminal Charges, it shall cease to be a party to the Agreement with respect to that CASS-Import & Terminal Charges. The undersigned CASS-Import Airline shall nevertheless remain liable in respect of any of its liabilities arising prior to withdrawal from the respective CASS-Import & Terminal Charges or termination of IATA’s operation of respective bank accounts as referred to in Paragraph 1 above.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Parties hereto by their duly authorised officers in duplicate, on the day and year that appears below:

For and on behalf of: ...........................................................
Signature ...........................................................................
(place, date)
(full name of person signing)
(title of person signing)

For and on behalf of: International Air Transport Association
Signature ...........................................................................
(place, date)
(full name of person signing)
(title of person signing)

Agency Administrator ............................................................
(place, date)

Notes:

1) This document must be signed at the CASS Delivering Company’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.

2) A CASS Delivering Company completing this agreement must do so for each CASS in which it participates.
Resolution 853—Appendix ‘D’

RESOLUTION 853
Appendix ‘D’
CASS-IMPORT & TERMINAL CHARGES RECIPIENT AGREEMENT

NOTE: At CAC 37 the change of name for this Resolution from CASS Import to CASS Import and Terminal Charges was adopted, however the EACP JC did not endorse the change. For the EACP Area please substitute CASS Import wherever the term CASS Import and Terminal Charges appears in this Resolution.

AN AGREEMENT MADE BETWEEN

The several Carriers/Handling Companies which have agreed to participate in the Cargo Accounts Settlement System-Import & Terminal Charges (CASS-Import & Terminal Charges Delivering Companies as defined hereunder), represented herein by the Agency Administrator of the International Air Transport Association

AND

(Name of Recipient)

having its principal place of business at

(Address of Recipient)

(hereinafter referred to as the ‘Recipient’)  

WHEREBY IT IS AGREED AS FOLLOWS:

1. Definitions

For the purposes of this Agreement:

‘Agency Administrator’ means the IATA official designated from time to time by the Director General as the holder of that office, or his authorised representative. He is charged with the administrative management and development of Cargo Accounts Settlement Systems-Import & Terminal Charges.

‘Cargo Accounts Settlement System-Import & Terminal Charges’ (hereinafter called ‘CASS-Import & Terminal Charges’) means the method of accounting and settling accounts between Delivering Companies and Recipients as provided in IATA Agency Conference Resolution 853 and its Attachment.

‘Delivering Company’ means a Member, Airline or Ground Handling Agent who participates in a particular CASS-Import & Terminal Charges.

‘Cargo Accounts Settlement System-Import & Terminal Charges Delivering Companies’ means the IATA Members and Non-IATA Air Carriers/ Ground Handling Companies (named as CASS-Import & Terminal Charges Delivering Companies) in the First Schedule to this Agreement as having authorised the Agency Administrator to execute this Agreement on their behalf, and such other Delivering Companies, which subsequent to the execution of this Agreement, authorise the Agency Administrator to advise the Recipient that their name is to be added to the said First Schedule in accordance with Paragraph 7 hereof.

‘Hinge Account’ means the account to be opened by ISS Management for a given period of settlement; it will be used for receiving Recipients’ remittances and paying out monies due to CASS-Import & Terminal Charges Delivering Companies.

‘IATA’ means the International Air Transport Association, an association incorporated by Act of the Canadian Parliament having its Head Office at 800 Place Victoria, Montreal, in the Province of Quebec, Canada and an office at 33 Route de l’Aéroport, CH-1215 Geneva 15 Airport, Switzerland.

‘IATA Settlement Systems Management (ISS Management)’ means the appropriate department of IATA responsible for the administrative and operational functions of the IATA Settlement Systems, such as ISS budgets (cost and revenues), ISS staffing, ISS contracts (service agreements) to include signature authority and ISS office management and administration. This includes the local designated ISS representative for Cargo, who shall have overall responsibility for the CASS-Export or the CASS-Import & Terminal Charges.

‘Import Charges’ means charges entered on an Air Waybill at origin or in transit according to applicable tariffs for collection at destination and any charges incurred at destination and due to the CASS-Import & Terminal Charges Delivering Companies.

‘Settlement Office’ means the institution appointed by ISS Management to issue billings and to collect and distribute monies due under the CASS-Import.

‘Terminal Charges’ means any charges, where agreed, resulting at destination associated with the importation of Cargo, including, but not limited to, handling of storage fees. Additionally any charges, where agreed, that may be levied for export consignments, but not reflected on the Air Waybill (AWB).

For applicable definition terms used for the purpose of this Agreement, reference should be made to Resolution 823 (Definitions of Terms Used in Cargo Agency Resolutions).

2. Resolution 853

In so far as the provisions of IATA Resolution 853 and its Attachment relate to CASS-Import & Terminal Charges Recipients, such provisions are incorporated in the applicable local CASS-Import & Terminal Charges Customer Manual, which Manual as amended from time to time is part of this Agreement and the Recipient shall abide by the provisions of such Manual.
3. Authority of CASS Management

In all matters affecting the Recipient's obligations under this Agreement and all applicable IATA Conference Resolutions, ISS Management is authorised to act on behalf of each CASS-Import & Terminal Charges Delivering Company and any direction or request given or made to the Recipient by ISS Management shall be as effective as if given or made by such CASS Import & Terminal Charges Delivering Company.

4. Settlement of Accounts

Settlement of accounts with the CASS-Import & Terminal Charges Delivering Company shall be made by means of remittance through the Hinge Account. Such remittance shall cover the amounts due appearing on the Billing Statements issued periodically by the Settlement Office.

5. Liability

IATA, the Agency Administrator, ISS Management and their employees and representatives shall not be liable to the Recipient for any loss or damage suffered by the Recipient arising out of any act done or omitted in good faith in carrying out their functions under this Agreement or any other functions which may follow from the application of the CASS-Import & Terminal Charges.

6. Encumbrances

The Recipient shall ensure that CASS-Import & Terminal Charges, which are to be remitted to the Settlement Office are not pledged, hypothecated or encumbered in any way; the Recipient shall also ensure that any claim it may have against a consignee with respect to such charges is not assigned at any time. (Not applicable in the U.K.)

7. Changes in CASS-Import Delivering Companies

7.1 the Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the Recipient that the name of a Delivering Company is to be added to the list of CASS-Import & Terminal Charges Delivering Companies in the First Schedule hereto. The Delivering Company mentioned in the notice shall become a party to this Agreement on the date specified in the notice;

7.2 the Agency Administrator may, from time to time during the currency of this Agreement, give written notice to the Recipient that the name of a Delivering Company is to be deleted from the list of CASS-Import & Terminal Charges in the First Schedule hereto. The Delivering Company mentioned in the notice shall cease to be a party to this Agreement on the date specified in the notice.

8. Force Majeure

Neither party shall be liable for failure to perform its part of this Agreement when such failure is due to fire, flood strikes, labour troubles or other industrial disturbances, inevitable accidents, war (declared or undeclared), legal restrictions imposed by the national government, riots, insurrections or any cause beyond the control of the parties.

9. Assignment of Rights

The Recipient shall not assign any of its rights or obligations under this Agreement.

10. Cessation of Operations and Changes in Ownership or Control

If the Recipient ceases (or transfers) the operation of the business to which this contract relates, or if any substantial change occurs in the control of a Recipient corporation, or if a change in partners occurs in a Recipient partnership, the Recipient shall notify the Agency Administrator, through the local ISS Management, prior to the cessation, transfer or change becoming effective.

11. Governing Law and Arbitration

This Agreement shall be governed by and interpreted in accordance with the laws of (country) and any difference or dispute arising between the parties with respect to the interpretation, meaning or effect of this Agreement or relating to any rights or obligations herein contained shall be finally settled by arbitration to be held in the (country), under the rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more Arbitrators appointed in accordance with such Rules.

11.1 In a country where the option of arbitration is not available, any other equivalent means shall be used.

12. Termination

This Agreement shall remain in force until:
— terminated by not less than 3 months’ written notice given by one party to the other party
— terminated with immediate effect by the Agency Administrator upon the Recipient's non-compliance with the settlement procedures stipulated in the Local Customer Services Manual–CASS-Import & Terminal Charges.
13. Effectiveness

This Agreement shall become effective on:

............................................................................................

(DATE)

On behalf of CASS Delivering Company

Signed as a Deed by an Authorised Representative of the Agency Administrator:

............................................................................................

Signed as a Deed on behalf of:

............................................................................................

(Name of Recipient)

Signatures of Recipient:

............................................................................................

(Director)

and

............................................................................................

(Director or Company Secretary)
RESOLUTION 853
Appendix ‘E’  All Areas except the EACP

FORM OF APPLICATION AND CONCURRENCE
To be completed by a Non-IATA Air Carrier

TO:
Agency Administrator
International Air Transport Association
33, Route de l'Aéroport
1215 Geneva 15 Airport
Switzerland

1. Name of Airline: ............................................................................... 
   Address: ............................................................................................
   ..........................................................................................................

2. The Airline operates air services to and from/within (country or area of the CASS Import & Terminal Charges).

3. The Airline acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents, as it requires:

   — IATA Resolution 600d, Air Waybill—Part Consignment procedures
   — The ISS Service Provisions Manual Cargo
   — The Local Customer Services Manual—CASS (Import) & Terminal Charges
   — IATA Resolution 893, Disclosing another Member's Position taken at an IATA Meeting;

4. The Airline hereby applies to participate in CASS-Import & Terminal Charges (country) (hereinafter ‘the CASS’) on the following terms and conditions:

4.1 The Airline authorises the Agency Administrator to give notice to the Settlement Office that the name of the Airline is to be added to the list of CASS-Import & Terminal Charges Delivering Companies in the CASS tool.

4.2 The Airline shall become a Billing Participant with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement.

4.3 Except as otherwise provided in Subparagraph hereof, the Airline shall be bound by the same conditions and obligations as the other CASS-Import & Terminal Charges Airlines. The Airline shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the Airline were a Member of IATA and a Party to the Resolutions or the Sections of Resolutions set out in those documents.

4.4 The amounts for participation in CASS-Import & Terminal Charges (country) shall be those set from time to time by the ISS Management and in accordance with the pricing schedule communicated and published by the ISS Management.

4.5 The joining fee and the non-IATA air carrier annual fee amounts shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS, and shall be payable at the beginning of each calendar year. Other annual charges amounts shall be payable according to a payment schedule established by CASS-Import & Terminal Charges (country).

4.6 The conditions of the Airline's participation in the CASS-Import & Terminal Charges may be amended by the Cargo Agency Conference from time to time upon serving the Airline notice, in writing, reasonably in advance of the effectiveness of such amendment.

4.7 The Airline's participation in the CASS-Import & Terminal Charges shall continue until either:

4.7.1 The Airline has (through the Agency Administrator) given three calendar months’ advance notice in writing to the Settlement Office of withdrawal from the General Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement; or

4.7.2 The Agency Administrator has given to the Airline three calendar months’ advance notice. In the event the Agency Administrator gives such notice, he shall at the same time give notice to the Settlement Office of termination of the Airline's participation in the General Settlement Office Agreement; therefore the Airline shall cease to be a party to that Agreement three calendar months from the date of the said notice. In the case of non payment of IATA fees no notice period is required.
5. The Airline undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS-Import & Terminal Charges under Resolution 853 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the Airline at the address given above.

To be completed by the Airline:
Signature: ..................................................................................................
Name: ..........................................................................................................
Title: ...........................................................................................................
Date: ..........................................................................................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature: ..................................................................................................
Name: ..........................................................................................................
Title: ...........................................................................................................
Date: ..........................................................................................................

Note:
1) This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 853
Appendix ‘E’ EACP Area only

FORM OF APPLICATION AND CONCURRENCE
To be completed by a Non-IATA Air Carrier

TO:
Agency Administrator
International Air Transport Association
800 Place Victoria
P.O. Box 113
Montreal, Quebec H4Z 1M1
Canada

1. Name of Airline: .................................................................
   Address: .................................................................................

2. The Airline operates air services to and from/within (country or area of the CASS-Import)

3. The Airline acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents, as it requires:
   — IATA Resolution 600d, Air Waybill–Part Consignment procedures
   — The ISS Service Provisions Manual Cargo
   — The Local Customer Services Manual–CASS (Import)
   — IATA Resolution 893, Disclosing another Member’s Position taken at an IATA Meeting;

4. The Airline hereby applies to participate in CASS-Import (Insert Country) (hereinafter ‘the CASS’) on the following terms and conditions:

4.1 The Airline authorises the Agency Administrator to give notice to the Settlement Office that the name of the Airline is to be added to the CASS tool.

4.2 The Airline shall become a Full Participant/Billing Participant (see Note 2), with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement.

4.3 Except as otherwise provided in Subparagraph hereof, the Airline shall be bound by the same conditions and obligations as the other CASS-Import Airlines. The Airline shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the Airline were a Member of IATA and a party to the Resolutions or the Sections of Resolutions set out in those documents.

4.4 The amounts for participation in CASS-Import (country) shall be those set from time to time by the ISS Management and in accordance with the pricing schedule communicated and published by the ISS Management.

4.5 The joining fee and non-IATA air carrier annual fee amounts shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS, and shall be payable at the beginning of each calendar year. Other annual charges amounts shall be payable according to a payment schedule established by CASS-Import (Insert Country).

4.6 The conditions of the Airline’s participation in the CASS-Import may be amended by the Cargo Agency Conference from time to time upon serving the Airline notice, in writing, reasonably in advance of the effectiveness of such amendment.

4.7 The Airline’s participation in the CASS-Import shall continue until either:

4.7.1 The Airline has (through the Agency Administrator) given thirteen calendar months’ advance notice in writing to the Settlement Office of withdrawal from the General Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement; or

4.7.2 The Agency Administrator, acting on the authority of at least two-thirds of those Members of IATA participating in the CASS-Import, has given to the GHA three calendar months’ advance notice in writing of termination of the GHA’s participation in CASS-Import. In the event the Agency Administrator gives such notice, he shall at the same time notify the Settlement Office of termination of the GHA’s participation in the Settlement Office Agreement; thereafter the GHA shall cease to be a party to that Agreement three calendar months from the date of the said notice.
5. The Airline undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS Import under Resolution 853 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the Airline at the address given above.

To be completed by the Airline:
Signature: ..................................................................................................
Name: .......................................................................................................
Title: ........................................................................................................
Date: ........................................................................................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature: ..................................................................................................
Name: .......................................................................................................
Title: ........................................................................................................
Date: ........................................................................................................

Note:
1) This document must be signed at the Airline’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 853
Appendix ‘F’ All Areas except the EACP

FORM OF APPLICATION AND CONCURRENCE
To be completed by a Ground Handling Agent (GHA)
or a General Sales and Service Agent (GSSA)

TO:
Agency Administrator
International Air Transport Association
33, Route de l’Aéroport
1215 Geneva 15 Airport
Switzerland

1. Name of GHA: ....................................................................................................
Address: ..............................................................................................................
............................................................................................................................

2. The GHA provides cargo handling services to Air Carriers who operate services to and from/within (country or area of the CASS-Import & Terminal Charges). The Airlines represented are listed in the CASS tool.

2.1 The GHA may from time to time advise the Agency Administrator that the name of an airline is to be added or deleted from the list in the CASS tool, by submitting the "Form of Authorisation" (attached).

3. The GHA acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents as it requires:
— IATA Resolution 600d, Air Waybill–Part Consignment procedures
— The ISS Service Provisions Manual Cargo
— The Local Customer Services Manual–CASS (Import) & Terminal Charges
— IATA Resolution 893, Disclosing another Member's Position taken at an IATA Meeting;

4. The GHA hereby applies to participate in CASS-Import (country) (hereinafter called “the CASS”) on the following terms and conditions:

4.1 The GHA authorises the Agency Administrator to give notice to the Settlement Office that the name of the Ground Handling Company is to be added to the list of Delivering Companies in the CASS tool;

4.2 The GHA shall become Billing Participant with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement;

4.3 Except as otherwise provided in Subparagraph 4.6.3, the GHA shall adhere to the procedures laid down in the relevant Resolutions and their attachments and in the Local CASS-Import & Terminal Charges Customer Manual as if it were a “carrier” in general, and as a "Billing Participant", and therefore shall be bound by the same conditions and obligations as the other Carriers of which the following are particularly brought to notice.

4.3.1 The GHA shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the GHA were an Airline Member of IATA and a party to the Resolutions or the Sections of Resolutions set out in those documents;

4.4 The amounts for participation in CASS-Import & Terminal Charges (country) shall be those set from time to time by the ISS Management and in accordance with the pricing schedule communicated and published by the ISS Management.

Ground Handling Agent participation joining fee and annual fee amounts shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS-Import & Terminal Charges, and shall be payable at the beginning of each calendar year. Other annual charges amounts shall be payable according to a payment schedule established by CASS-Import & Terminal Charges (country).

4.5 The conditions of the GHA’s participation in the CASS-Import & Terminal Charges may be amended by the Cargo Agency Conference from time to time upon serving the GHA notice, in writing, reasonably in advance of the effectiveness of such amendment.
4.6 The GHA’s participation in the CASS-Import & Terminal Charges shall cease:

4.6.1 Only when the GHA or the GSSA has given three months’ advance notice, in writing, to the Settlement Office (through the Agency Administrator) of withdrawal from the Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement;

4.6.2 The Agency Administrator has given to the GHA or the GSSA three calendar months’ advance notice. In the event the Agency Administrator gives such notice, he shall at the same time give notice to the Settlement Office of termination of the Airline’s participation in the General Settlement Office Agreement; therefore the Airline shall cease to be a party to that Agreement three calendar months from the date of the said notice. In the case of non-payment of IATA fees no notice period is required.

5. The GHA undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS-Import under Resolution 853 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the GHA at the address given above.

To be completed by the GHA:
Signature: ..................................................................................................
Name: .......................................................................................................
Title: ..........................................................................................................
Date: ..........................................................................................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature: ..................................................................................................
Name: .......................................................................................................
Title: ..........................................................................................................
Date: ..........................................................................................................

Note:
1) This document must be signed at the GHA’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 853
Appendix ‘F’ EACP Area only

FORM OF APPLICATION AND CONCURRENCE
To be completed by a Ground Handling Agent (GHA)

TO:
Agency Administrator
International Air Transport Association
33 Route de l'Aéroport
1215 Geneva 15 Airport
Switzerland

1. Name of GHA: ....................................................................................................
   Address: ..............................................................................................................
   ............................................................................................................................

2. The GHA provides cargo handling services to Air Carriers who operate services to and from/within (country or area of the CASS-Import). The Airlines represented are listed in the CASS tool.

2.1 The GHA may from time to time advise the Agency Administrator that the name of an airline is to be added or deleted from the list in the CASS tool.

3. The GHA acknowledges that it has received inter alia copies of the following documents and IATA Resolutions, together with such explanation of their contents as it requires:
   — IATA Resolution 600d, Air Waybill—Part Consignment procedures
   — The ISS Service Provisions Manual Cargo
   — The Local Customer Services Manual—CASS (Import)
   — IATA Resolution 893, Disclosing another Member's Position taken at an IATA Meeting;

4. The GHA hereby applies to participate in CASS-Import (country) (hereinafter called “the CASS”) on the following terms and conditions:

4.1 The GHA authorises the Agency Administrator to give notice to the Settlement Office that the name of the Ground Handling Company is to be added to the list of Delivering Companies in the CASS tool;

4.2 The GHA shall become a Billing Participant with effect from the date when it becomes a party to the Settlement Office Agreement in accordance with the terms of that Agreement;

4.3 Except as otherwise provided in Subparagraph 4.6.3, the GHA shall adhere to the procedures laid down in the relevant Resolutions and their attachments and in the Local CASS-Import Customer Manual as if it were a “carrier” in general, and as a “Billing Participant”, and therefore shall be bound by the same conditions and obligations as the other Carriers of which the following are particularly brought to notice.

4.3.1 The GHA shall observe and be bound by the provisions of the documents listed in Paragraph 3 hereof, as well as subsequent additions, deletions or amendments thereto, as though the GHA were an Airline Member of IATA and a party to the Resolutions or the Sections of Resolutions set out in those documents;

4.4 The amounts for participation in CASS-Import (country) shall be those set from time to time by the ISS Management and in accordance with the pricing schedule communicated and published by the ISS Management. Delivering Company participation joining fee and GHA Annual fee amounts shall be payable in their entirety upon the acceptance of the present application by the Agency Administrator. The level of amounts for subsequent calendar years shall be those set from time to time by ISS Management, after consideration of the operating expenses of the CASS-Import, and shall be payable at the beginning of each calendar year. Other annual charges amounts shall be payable according to a payment schedule established by CASS-Import (country).

4.5 The conditions of the GHA's participation in the CASS-Import may be amended by the Cargo Agency Conference from time to time upon serving the GHA notice, in writing, reasonably in advance of the effectiveness of such amendment.

4.6 The GHA's participation in the CASS-Import shall cease:

4.6.1 Only when the GHA has given thirteen months' advance notice, in writing, to the Settlement Office (through the Agency Administrator) of withdrawal from the Settlement Office Agreement and such notice has become effective in accordance with the terms of the said Agreement;
4.6.2 The Agency Administrator, acting on the authority of at least two-thirds of those Members of IATA participating in the CASS-Import, has given to the GHA three calendar months’ advance notice in writing of termination of the GHA’s participation in CASS-Import. In the event the Agency Administrator gives such notice, he shall at the same time notify the Settlement Office of termination of the GHA’s participation in the Settlement Office Agreement; thereafter the GHA shall cease to be a party to that Agreement three calendar months from the date of the said notice.

5. The GHA undertakes to indemnify IATA, its officers and employees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions with respect to the CASS Import under Resolution 853 and its Attachment.

6. This Application may be accepted, and will then become a contract binding the parties, upon counter signature by the Agency Administrator of the enclosed duplicate copy to be returned to the GHA at the address given above.

To be completed by the GSA:
Signature: .............................................
Name: .............................................
Title: .............................................
Date: .............................................

Accepted for and on behalf of IATA Cargo Accounts Settlement System by the Agency Administrator
Signature: .............................................
Name: .............................................
Title: .............................................
Date: .............................................

Note:
1) When submitting this form, the GHA is to attach a copy of a current timetable for carriers listed in the first schedule.

1) This document must be signed at the GHA’s Head Office, by the President, Chief Executive Officer, Chief Financial Officer, Director General, or other duly authorized representative as evidenced by the corporate constitutional documents, resolution or power of attorney.
RESOLUTION 853
Appendix ‘G’
LOCAL CUSTOMER SERVICES
MANUAL—CASS-IMPORT & TERMINAL
CHARGES CONTENTS

The contents of the Manual shall cover the following items in the sequence indicated below:

— Table of Contents
— List of Billing Participants
— Glossary
— Outline of the CASS
— Local Service Provisions and Codes of Conduct
— Administrative Forms and Procedures
— IBI Completion
— Billing and Remittance Schedules
— Output Documentation
— Settlement Procedures
— Notification of Changes
— CASS Management Contacts

RESOLUTION 881
REDUCED FARES FOR CARGO AGENTS

CAC1(36)881 (except USA)  Expiry: Indefinite
(amended)
CAC2(36)881 (amended)
CAC3(36)881 (amended)

RESOLVED that, for the purpose of enhancing the professional ability and capacity of IATA Cargo Agents (hereinafter ‘Agents’) to generate, promote and sell international air cargo transportation, or to handle and prepare consignments ‘ready for carriage’ in accordance with applicable Resolutions, Members may, at their option, subject to the conditions contained in this Resolution, and subject to the issuing Member’s policy, procedures and priorities with regard to reduced fare transportation, grant such Agents international air passenger transportation at a discount.

1. AGENT ELIGIBILITY

an Agent may qualify for reduced fare transportation under this Resolution provided all the following minimum eligibility requirements are met:

1.1 At the time of application the Agent shall have been on the Agency List continuously for a period of not less than 12 months; and

1.2 At the time of application, through to the time of proposed travel, the Agent must not be under notice of default; or

1.3 At the time of application, through to the time of proposed travel, the Agent must not be under suspension.

2. ELIGIBILITY OF PERSON TRAVELLING

a reduced fare ticket may be issued under the provisions of this Resolution to the sole proprietor, partner, director and/or employee of an Agent when they meet all the following requirements; the person travelling must:

2.1 Have been in the service of the said Agent continuously and without interruption for not less than 12 months immediately prior to the date of the Application; provided that a period of not less than three months’ service with the Agent shall suffice where such person was in the service of another IATA Cargo Agent not more than 60 calendar days before commencing his/her present employment, was eligible under this Resolution and this is so certified in writing by the IATA Cargo Agent making the application; and

2.2 Devote in a full-time capacity all or substantially all of his/her time directly to the promotion and sale of air cargo transportation or arranging consignments ready for carriage, or the control, in a management capacity, of
accounting matters relating to air cargo transportation on behalf of the Agent; and

2.3 Be salaried and/or paid on a commission basis and be shown on appropriate disbursement records of the Agent; and

2.4 In the case where such person's full-time employment is not the Agent's country of registration, work hours not less than those normal for other eligible staff of such Agent, have no other gainful employment and be carried regularly and in good faith on the payroll or other relevant disbursement records of the Agent in its country of registration.

3. SUBORDINATES OF ELIGIBLE PERSONS

the eligibility of a person shall not in itself render eligible such person's subordinates who shall be eligible only if they meet all the applicable requirements of this Resolution.

4. FARE REDUCTION FOR SPOUSE

the spouse of a person travelling under the provisions of this Resolution may also be granted reduced fare transportation provided that:

4.1 The couple travel together from the point of origin to the point of destination in case of one way trips, or to the point of turnaround in case of round trips, or to the highest rated point in case of circle trips;

4.2 The discount granted is not greater than 50% of the applicable fare; provided that the discount shall only be applied to fares on which the discount for Agents provided for in this Resolution also applies;

4.3 Under this Paragraph no spouse shall receive more than one reduced fare ticket per calendar year from any one Member;

4.4 Such ticket shall not be deducted from the Agent's annual allotment described in Paragraph 5 of this Resolution;

4.5 Nothing herein shall preclude a spouse who is independently eligible for reduced fare transportation under the provisions of Paragraph 2 of this Resolution from applying and travelling in accordance with the provisions of this Paragraph.

5. ANNUAL ALLOTMENT AND DISCOUNT

the discounts specified in this Paragraph shall apply to the air fare for the class of service used but may not be applied to special inclusive tour basing fares, provided that when the charge for air transportation consists of a fare and a weekend surcharge, stopover surcharge or peak surcharge, the discount shall be based on the fare and such surcharge but shall not be applied to any other surcharge or charge such as a sleeper surcharge or excess baggage charge.

5.1 An allotment of not more than two tickets for one way, round or circle trip transportation in respect of each Agent registered for a specific country may be granted by each Member per calendar year at a discount not in excess of 75% of the applicable fare;

5.2 Where the total international sales eligible for commission of an IATA Cargo Agent exceed the average international sales eligible for remuneration for all Agents in the country of registration, pursuant to Subparagraph 6.1 of this Resolution, additional tickets for such Agent at a discount of 75% of the applicable fare as provided in Subparagraph 5.1 of this Paragraph may be issued per calendar year, up to a maximum of 40 tickets, as follows:

for each 100% increment of sales eligible for commission or part thereof over and above the average—two additional tickets;

5.3 An allotment of not more than 20 discounted tickets for one way, round or circle trips, for each Agent registered for a specific country may be granted by each Member per calendar year, at a discount not in excess of 50% of the normal fare.

6. DETERMINATION OF AVERAGE SALES

6.1/6.1.1 The Agency Administrator shall determine the average sales eligible for commission for each country based on written reports submitted by the ISS Management in CASS countries, or by each Agent in other countries, of each Agent's total sales of international air cargo transportation eligible for commission. The ISS Management shall compile the sales reports taking into account the transactions processed through the CASS and reports solicited from Members not participating in the CASS setting out the total amounts of sales made by their Agents on their behalf. In so doing, the Agency Administrator shall use only written reports covering sales for a full calendar year,

6.1.2 If the average sales eligible for commission for a country exceed USD 1,500,000 for determining entitlement to additional tickets under Subparagraph 5.2 of this Resolution, USD 1,500,000 will be deemed to be the average,

6.1.3 Notwithstanding the fact the written report of an Agent registered in the course of a year shall not be used to determine the average sales for a country, the report shall be used to determine whether the Agent is entitled to additional tickets;

6.2 The Agency Administrator shall determine for each Agent any additional allocation to which it may be entitled under the provisions of Subparagraph 5.2 of this Resolution;

6.3 Each Agent's total sales, as reported by the CASS office of that country, and the number of such additional tickets, if any, shall be circulated to Members by the Agency Administrator not later than 1 December of each year for use during the following year. In case of non-CASS countries where the Agent's total sales are
reported individually by each Agent concerned, only the number of such additional tickets and not the Agent's total sales figure shall be circulated to Members by the Agency Administrator not later than 1 December of each year for use during the following year, e.g. the written reports of Agents' sales eligible for commission for 2005 shall be used as a basis for determining additional allocations during the calendar year 2007;

6.4 All information provided by the Agency Administrator to a Member pursuant to the preceding paragraphs shall be treated by the Member as confidential information. Members shall not disclose such information to any third parties and such information shall be used by the Member solely for the purpose of determining the number of reduced fare tickets to which an Agent is entitled;

6.5 The Director General, the Agency Administrator, the Agency Commissioner and the ISS Management, in performing any action pursuant to Resolution 881 and to any other applicable Resolutions, act not as principals but as agents for the Members concerned. Members appointing Agents undertake to indemnify IATA, its officers, employees and other appointees against any liability (including liability for legal costs) for any action taken or omitted in good faith in the performance of their functions under Resolution 881. Any Member which fails to respect the provisions of Paragraph 6.4 shall indemnify and hold IATA and any other Members harmless from any and all claims or damages resulting from such action.

7. FAILURE TO SUBMIT SALES REPORTS

an Agent who fails to submit by 1 March the written report of his total sales of international air cargo transportation eligible for commission for the preceding calendar year shall not be entitled to any reduced fare international air passenger transportation under the provisions of this Resolution, for the following year.

8. TRIP AUTHORISATIONS

8.1 The Agency Administrator shall furnish each Agent registered in a specific country with numbered Trip Authorisations in the quantity required for reduced fare transportation pursuant to Subparagraph 5.2 of this Resolution, to be submitted by the Agent to the Member issuing the ticket. Such Trip Authorisations shall specify the calendar year within which they are valid, shall bear the name, address and numeric code of the Agent for which issued and subject to Paragraph 12 of this Resolution, may be used for interline transportation;

8.2 A lost Trip Authorisation will not be reissued or replaced by the Agency Administrator, except that a stolen or destroyed Trip Authorisation may be replaced by the Agency Administrator at the request of an Agent on receipt of evidence to the satisfaction of the Agency Administrator that a theft, fire or disaster which caused loss or destruction of the Trip Authorisation had occurred. Should any of the replaced Trip Authorisations be retrieved, these must be returned to the Agency Administrator by registered post;

8.3 The Agency Administrator shall notify all Members of the serial number of any Trip Authorisation(s) replaced in accordance with Subparagraph 8.2 of this Paragraph;

8.4 If usage of Trip Authorisations listed in Subparagraph 8.3 of this Paragraph is discovered by a Member, such Member shall report this fact to the Agency Administrator for appropriate action.

9. APPLICATION FORM AND PROCEDURE

when applying for reduced fare transportation as provided for in this Resolution the responsible official of the Agent shall fully complete and sign the Application Form prescribed in Attachment 'A' to this Resolution and submit it, in advance of the commencement of travel, to each air carrier participating in the itinerary. Where applicable, the application submitted to the first participating carrier in the itinerary shall be accompanied by the Trip Authorisation issued by the Agency Administrator. Each air carrier participating in the itinerary shall be responsible for granting approval and for the arrangements for issuance of their own Traffic Documents on their own services and on the services of another air carrier, if applicable. In the latter instance the Agent, if so required by the ticketing Member shall obtain and submit to the ticketing Member the written concurrence of all other air carriers participating in the itinerary.

10. ACCEPTANCE PROCEDURE

10.1 The Member receiving the application need not accept it for processing;

10.2 The Member receiving the Application shall not grant the reduced fare transportation if it knows that the eligibility requirement or other requirements have not been met or if the Application is incomplete;

10.3 The reduced fare transportation may be granted whether or not there is an IATA Cargo Agency Agreement between each Member participating in the carriage and the Agent; provided that such an Agreement exists between the Member issuing the ticket or such Member's General Sales Agent which is an IATA Member, and the Agent.

11. NON-ACCEPTANCE OR WITHDRAWAL OF APPLICATION

if the Member does not accept an Application or if the Agent withdraws the Application, or on its own volition cancels the travel covered by the ticket with no part having been used, the Trip Authorisation, if any, submitted in support of the Application shall be returned to the Agent. Where a Trip Authorisation to be returned has been mutilated or defaced by the Member in handling, it shall be forwarded by the Member to the Agency Administrator who shall replace it. Where the Agent returns a totally unused reduced fare ticket issued pursuant to Subparagraph 5.1 of this Resolution such ticket shall be reinstated to the Agent's allotment with the Members concerned.
12. INTENTIONALLY OMITTED

13. TICKET VALIDITY

13.1 The ticket must be issued in the calendar year of the Application; and

13.2 In no case shall the ticket validity be more than three months from the date of issue.

14. TICKET ALLOTMENT DEDUCTIONS BY MEMBER

14.1 With respect to reduced fare transportation pursuant to Subparagraphs 5.1 and 5.3 of this Resolution a charge shall be made against the Agent's total allotment of reduced fare tickets by each participating Member; provided that where a reduced fare ticket is issued in whole, or in part over a line which is operated in pool, the deduction pertaining to the pool sector shall be made by the pool partner Member issuing the ticket, whether or not that Member operates the actual pool services used; furthermore, where travel is on an interchange service under which the aircraft of one Member operate a through service from points on its routes to points on another Member's routes, under charter to such other Member, the deduction shall be made only by the Member operating the flight when the person travels exclusively on the interchange service;

14.2 An all-cargo active Member shall be entitled to arrange discounted tickets for travel between points served by such Member for each of its Agents as provided in Paragraphs 4 and 5 of this Resolution, over the lines of other Members, subject to all the provisions of this Resolution, except that:

14.2.1 Any such discounted tickets, shall not be deducted from the Agent's allotment with the carrying Member as provided in Subparagraph 14.1 of this Paragraph, but from the Agent's allotment with the all-cargo active Member;

14.2.2 Notwithstanding the provisions of Subparagraph 10.3 of this Resolution there need not exist an IATA Cargo Agency Agreement between the Member which issues the ticket and the Agent as long as such an Agreement exists between the all-cargo active Member and the Agent;

14.3 An Agent shall not be allowed to reimburse a Member for any reduced fare ticket issued and used for the purpose of reinstating any of its annual allotment for other reduced fare transportation;

14.4 Reduced fare transportation performed by a Member as a consequence of involuntary rerouting shall remain deducted from the Agent's allotment with Member(s) participating in the original routing and not be deducted from the Agent's allotment with the Member(s) over which the rerouting occurs;

14.5 No commission shall be paid on the reduced fare transportation provided under this Resolution.

15. BILLING

except as provided in Paragraph 16 of this Resolution, billing shall be effected not later than 30 days after the date of commencement of travel. The Agent must, within 15 days of billing, pay to the issuing Member the remittance due. If the Agent does not remit within such 15-day period, the delinquency and/or default procedures, otherwise applicable to the Agent under the provisions of Resolution 801r, Reporting and Remittance Procedures, shall apply.

16. BILLING WHERE ISSUANCE PRECEDES CONCURRENCE OF PARTICIPATING AIR CARRIERS

notwithstanding the provisions of Paragraph 12 of this Resolution, it shall be permissible for a Member, where one or more participating carriers' concurrences have been requested but have not been received prior to departure date, to issue the ticket, subject to the following conditions:

16.1 The ticket is issued not earlier than ten days after the Application for the reduced fare transportation has been received and the Agent gives a written guarantee he will pay, within 15 days of billing by the issuing Member, the full applicable fare for each sector for which a concurrence has been rejected; the Member must render such billing within 30 days of the date of receipt of any such rejection;

16.2 The Agent must, within 15 days of billing date, pay to the issuing Member the remittance due. If the Agent does not remit within such 15-day period the delinquency and/or default procedures, otherwise applicable to the Agent under the provisions of Resolution 801r, Reporting and Remittance Procedures, shall apply.

17. CHANGE IN ELIGIBILITY

if at any time prior to commencement of travel there is a change affecting the eligibility of the Agent or of the person on whose behalf the Application for reduced fare transportation is made (e.g. the Agent comes under notice of default, is suspended or the person leaves the employ of the Agent), the Agent shall immediately notify the Member whose ticket is issued and shall immediately return the ticket to that Member. The travel approval granted by the Member shall no longer be valid; provided that the Member shall be responsible for canceling the reduced fare transportation only if it knows or reasonably should have known of the changed eligibility. Whenever the provisions of this Paragraph are applied, the retrieved reduced fare ticket shall be reinstated to the Agent's allotment with the Member(s) concerned and where applicable the Trip Authorisation should be returned by the issuing Member to the Agency Administrator for replacement. The issuing Member shall notify concurring Members accordingly.
18. RETROACTIVE APPLICATION

notwithstanding the application in advance requirement in Paragraph 9 of this Resolution it shall be permissible for a Member to accept an Agent's retroactive Application where there were exceptional and compelling reasons why the Agent was unable to submit an Application in advance; such retroactive acceptance may be granted if an Application is submitted not later than three months after date of purchase of the full fare ticket, in which case it must be deducted from the annual allotment of the year when the full fare ticket was issued or be supported by a Trip Authorisation valid for the year in which the full fare ticket was issued provided that:

18.1 The Agent is in all other respects eligible for such reduction;

18.2 The Member accepting such retroactive Application shall obtain from the Agent a letter explaining the exceptional and compelling reasons for such retroactive Application.

19. RECORDS

each Agent shall maintain, for a period of not less than two years from the date of Application, and hold immediately accessible, adequate records to substantiate the Agent's certification that a person named in any Application qualifies for reduced fare transportation. Such records shall be open to inspection by a Member to which an Application is made and shall include the following:

19.1 Payroll ledger and cancelled cheques, money orders or other proof of payment of salary, wages and/or commissions as well as all deductions for taxes and social security (or equivalent) in the case of an employee eligible as defined in this Resolution;

19.2 Cash disbursement books and cancelled cheques, money orders or other proof of payment of salary or other remuneration for services rendered, made in the case of a sole proprietor, partner and/or director, eligible as defined in this Resolution;

19.3 Service agreements, contracts, time sheets or other documentary proof of the degree of service required from each sole proprietor, partner, director and/or employee to whom payment of remuneration is shown pursuant to Subparagraphs 19.1 and 19.2 of this Paragraph;

19.4 Copies of all Applications accepted by the Member to which the Application was made.

20. LIABILITY FOR ACCURACY OF APPLICATIONS

the Agent shall be solely responsible for the accuracy of each and every Application. Notwithstanding any action taken pursuant to the provisions of the Cargo Agent Rules, in the event that an Agency Administrator determines that the Agent, in an Application for reduced fare transportation under the provisions of this Resolution, has made a material misrepresentation, the Agent shall be deemed to have forfeited all reduced fare transportation privileges available under the provisions of this Resolution for a period of two years. The Agency Administrator shall notify the Agent and all Members of such forfeiture which shall commence 30 days after the date of the Agency Administrator's notice. For purposes of this Paragraph, a material misrepresentation is any statement in or omission from an Application for reduced fare transportation which conveys or implies that the Agent, or the person on whose behalf the reduced fare transportation is requested, is eligible for the grant of such reduced fare transportation when in fact either the Agent or such person is not so eligible.

21. SURRENDER OF TRIP AUTHORISATIONS

whenever reduced fare travel privileges available in accordance with this Resolution to an Agent are suspended or terminated pursuant to this Resolution or the Cargo Agency Rules, the Agent shall surrender to the Agency Administrator all unused Trip Authorisations and shall account for all used Trip Authorisations. The Agency Administrator may designate a Member to recover such Trip Authorisations and effectuate such accounting. The Agency Administrator shall return such Trip Authorisations to the Agent when the reduced fare transportation privileges of the Agent are reinstated.

GOVERNMENT RESERVATIONS

CANADA

Nothing in Resolution 203c (now 881), or acceptance thereof shall be construed as limiting in any way the statutory power and duty of the National Transportation Agency of Canada to approve the issue of any and all free and reduced rate transportation by air carriers subject to the Agency's jurisdiction, and under such terms, conditions and forms as the Agency may direct, and that the issuing of such other free or reduced rate transportation shall not be deemed by the International Air Transport Association or any Member thereof to be contrary to any Resolution or Rule of the Association or to the provisions of any agreement to which such air carriers are party as Members of the Association. (10.6.76)

MEXICO

Nothing in Resolution 203c (now 881) will limit in any way the laws or the regulatory authority of the Secretary of Communications and Transport to issue one or more passes for air transportation.
RESOLUTION 881
Attachment ‘A’

XYZ AGENT
(use Cargo Agent’s Letterhead)

APPLICATION FORM*
REDUCED FARE TRANSPORTATION RESOLUTION 881

Member to which Application is made ..........................................................................................................................................................
Address of Agent where person travelling (passenger) is employed (or to which he reports) ........................................................................................................................................
Office Tel. No ........................................................................................................................................................................................
Family name of passenger: ............................................................................................................................................................ Mr/Mrs/Miss
First name and initial of passenger: ..........................................................................................................................................................
Position/title of passenger: .......................................................................................................................................................................
Given name of accompanying spouse, (if applicable): ...........................................................................................................................
Type of Discounted Travel
| 75% normal allotment | 50% normal fare |
| 75% additional allotment | Class of service desired: .............................................................. |
Details of Itinerary Request (reservations to be made by the Agent):
From To Airline Flight No. Date
...................................................................................................................................................................................................
...................................................................................................................................................................................................
...................................................................................................................................................................................................
The undersigned being duly authorised to sign on behalf of the Approved Agent has read and understood the terms and conditions of Resolution 881 and declares that this Application is made in accordance with those terms and conditions. In particular, the clauses relating to eligibility of the Agent and eligibility of the person travelling have been noted.
We undertake to pay the amount of fare due to the Member as a consequence of this Application.
We further undertake to pay the full applicable fare for each sector for which the transporting carriers' concurrence has been refused and to remit such amount within 15 days of billing by the Member whose ticket has been issued.
It is understood that we must inform you of any change in eligibility and we will thereupon return any tickets issued in response to this Application.
We certify that the information submitted in this Application is complete and accurate in all respects. We understand that any material misrepresentation on this Application will result in action being taken under the Cargo Agency Rules. Such action may include forfeiture of reduced fare transportation privileges. If required for this transportation we attach a valid Trip Authorisation.
Name:............................................................................................................................................................................................
Position in agency: ..............................................................................................................................................................................
Signature: .........................................................................................................................................................................................
Official Stamp of the Agent
Date of this Application: ..............................................................................................................................................................

* This form is to be reproduced exactly as it appears in the IATA Cargo Agent’s Handbook with no omissions, deletions or alterations. It is to be completed either by typewriter or by hand in ink, using block letters.
CERTIFICATION TO MEMBER FOR SPOUSE TRAVEL
I hereby certify that the person named above and accompanying me on the travel applied for is my spouse. I am familiar with the restrictions governing our joint travel as outlined in Paragraph 4 of Resolution 881. I have not received from you a reduced fare spouse's ticket during this calendar year.

Mr./Mrs.: ....................................................................................................................................................................................

(Signature of passenger named in Application)
RESOLUTION 883

REDUCED FARE TRANSPORTATION FOR CANDIDATES ATTENDING CERTAIN APPROVED IATA CARGO TRAINING COURSES OR EXAMINATIONS

CAC1(17)883 (except USA)  Exp: Indefinite
CAC2(20)883  Type: B
CAC3(20)883

RESOLVED that, for the purposes of permitting a candidate registered for an IATA approved, formally organised vocational training course in basic cargo training or in Dangerous Goods Handling, conducted by IATA Agency Training Services, to travel between such candidate's place of employment and the training centre, either to undergo training or to take the relevant IATA examination, Members may, subject to the provisions of this Resolution, grant such candidate international air transportation at a discount not in excess of 75% of the applicable fare.

1. the said transportation shall be granted only to a candidate who has been employed by an IATA Cargo Agent for not less than three consecutive months prior to the date of commencement of travel and further, the Agent with whom the candidate is employed shall have been an IATA Cargo Agent for at least 12 months prior to the date of commencement of travel; provided that only IATA Cargo Agents who are not under notice of default at the time of departure shall be eligible.

2. if at any time prior to the commencement of travel there is a change affecting the eligibility of the Cargo Agent or the candidate (e.g. the Agent comes under notice of default or the candidate leaves the employment of the Agent) the Agent shall immediately so notify the Member to whom it shall also immediately return the ticket; provided that the Member shall be responsible for cancelling the reduced fare transportation only if it knows or reasonably should have known of the changed eligibility.

3. such transportation shall be granted by the Member against cash payment and surrender of a written authorisation issued by the Agency Administrator; provided that such authorisation shall show the name of the candidate, his/her student registration number and the dates of the training course or examination.

4. the outward portion of the journey must be commenced not earlier than two days before the date of commencement of the training course/examination as stated in the said authorisation and travel is to be completed within two days of the date of the completion of the training/examination; provided that no break of journey shall be allowed except at connecting points.

5. no commission or other remuneration shall be paid on reduced fare transportation provided hereunder.

6. upon receipt of written or telegraphic (or oral, if confirmed in writing) authority from all other participating Members, the Member to which the authorisation is surrendered shall issue the ticket to the candidate for the entire journey.
RESOLUTION 893

DISCLOSING ANOTHER MEMBER’S POSITION TAKEN AT AN IATA MEETING

CAC1(01)893 Expiry: Indefinite
CAC2(01)893 Type: B
CAC3(01)893

RESOLVED that, no Member shall disclose to anyone other than a Member or the IATA Secretariat the position taken by another Member at an IATA Meeting concerning cargo agency matters, with the effect of discrediting or detrimentally affecting the interest of such other Member.

GOVERNMENT RESERVATIONS

UNITED STATES

Order 80-4-174 issued 22 April 1980 approved Resolution 817 (now 893) subject to the following conditions:

(a) that each IATA Member may, at its discretion, divulge its own vote or position taken at any IATA meeting; and

(b) that a vote tally be included in the minutes of IATA meetings filed with the Board and made available to the public.
IATA MEMBERSHIP LIST

Legend:

* Elected not to participate in Cargo Tariff Coordinating Conferences

** Associate Member

*** All Cargo

Adria Airways
Kuzmiceva 7
Ljubljana, 1000
Slovenia

Aegean Airlines
31 Villanioti St. 14
14 564 N. Kifissia
Athens,
Greece

Aer Lingus
Aer Lingus, Dublin Airport
Dublin
Ireland

Aeroflot
37 Leningradsky Prospekt, Build. 9
Moscow 125167
Russian Federation

Aerolineas Argentinas
Torre Bouchard, Calle Bouchard 547 Piso 8
Buenos Aires, C1106ABG
Argentina

AEROMÉXICO
Paseo de la Reforma 445
Mexico City,
D.F., Col. Cuauhtémoc 06500
Mexico

Aeropostal Alas de Venezuela*
Torre Polar Oeste
Av. Paseo Colón, Plaza Venezuela, Piso 22
Caracas, 1050
Venezuela

Aerosvit Airlines*
58 a, T. Shevchenka Blvd.
Kiev, 01032
Ukraine

Afriqiyah Airways*
Ali Khalifa Zaidi Street
P.O. Box 83428
Tripoli,
Socialist People's Libyan Arab Jamahiriya

Air Algérie
1, Place Maurice Audin
Algiers
Algeria

Air Astana*
8th floor, Samal Towers Business Centre
97 Zholdasbekova St. Samal-2
Almaty City,
Republic of Kazakhstan
050059

Air Austral*
Aérodrome de Gillot B.P. 611
Saint-Denis Cedex, Ile de la Réunion 97472
Reunion

Air Baltic
Riga Airport
Riga, LV-1053
Latvia

Air Berlin*
Saatwinkler 42–43
Berlin, 13627
Germany

B & H Airlines
Kasindolska bb
Sarajevo, Bosnia and Herzegovina
Bosnia and Herzegovina 71000

Air Botswana
H. O. Building, Sir Seretse Khama Airport
P.O. Box 92
Gaborone,
Botswana

Air Canada
Air Canada Center 271, Cote Vertu Ouest
P.O. Box 14000, Station Airport
Dorval (Montreal), Quebec H4Y 1H4
Canada

Air China Limited
Capital International Airport
Beijing,
People's Republic of China
100621

Air Contractors (UK) Limited* and***
First Floor, South Colonnade, The Plaza Swords, Co.
Dublin,
Ireland

Air Europa*
Centro Empresarial Globalia, Carretera Lluchmajor, km, 20.5
P.O. Box 132
Lluchmajor,
Baleares 07620
Spain

Air France
45, rue de Paris Roissy CDG cedex, F-95747
France
Air Jamaica Limited
72–76 Harbour Street
Kingston,
Jamaica

Air Koryo*
Sunan District
Pyongyang City,
Democratic People's Republic of Korea

Air Macau
Alameda Dr. Carlos D'Assumpcao No. 398
12–18 Andar,
Macau (SAR)
People's Republic of China

Air Madagascar*
31, av. de l'Indépendance
Antananarivo, 101
Madagascar

Air Malawi
4 Robins Road
P.O. Box 84
Blantyre,
Malawi

Air Malta p.l.c.
Head Office
Luqa, LQA05
Malta

Air Mauritius*
Air Mauritius Centre, President J Kennedy Street
P.O. Box 441
Port Louis,
Mauritius

Air Moldova*
Airport,
Chisinau MD-2026
Moldova

Air Namibia*
TransNamib Buidling, Bahnhof Street
P.O. Box 731
Windhoek, Namibia
Namibia

Air New Zealand
Level 19, Quay Tower, 29 Customs Street West
Private Bag 92007
Auckland,
New Zealand

Air Niugini
ANG House, Jacksons Airport
P.O. Box 7186 Boroko
Port Moresby,
Papua New Guinea

Air Nostrum
Avenida Francisco Valldecabres, 31
Manises,
Valencia 46940
Spain

Air One S.p.A.* and**
Via Sardegna, 14
Rome, 00187
Italy

Air Pacific*
Air Pacific Maintenance & Administration Centre, Nasoso Road
Private Mail Bag Nadi Airport,
Nadi,
Fiji

Air Sénégal International
Aé roport Léopold Sédar Senghor–Dakar–Sénégal
B.P. 29127
Dakar,
Senegal

Air Seychelles*
Victoria House, State House Avenue
P.O. Box 386
Victoria, Mahe
Seychelles

Air Tahiti* and**
Boulevard Pomare,
Tahiti-FAAA Airport
P.O. Box 314
Papeete, Tahiti 98 713
French Polynesia

Air Tahiti Nui
Rue Paul Gaugin
B.P. 1673
Papeete, Tahiti 98713
French Polynesia

Air Tanzania
ATC House, City Drive
P.O. Box 543
Dar-es-Salaam,
Tanzania

Air Vanuatu*
Air Vanuatu House, Rue de Paris
P.O. Box 148
Port Vila,
Vanuatu

Air Zimbabwe
Harare Airport
P.O. Box AP. 1
Harare,
Zimbabwe
IATA Membership List

Aircalin
8, rue Frédéric Surleau
B.P. 3736
Nouméa, 98 846
Nouvelle-Calédonie

Ariana Afghan Airlines Co. Ltd.
Afghan Air Authority Building, Ansari Watt
P.O. Box 76
Kabul,
Afghanistan

Air-India
Air-India Building Nariman Point
Mumbai,
Maharashtra 400 021
India

Arkia Israeli Airlines Ltd.*
Dov Airport
P.O. Box 39301
Tel Aviv, 61392
Israel

Alaska Airlines*
19300 International Blvd. (98188)
Box 68900
Seattle,
Washington 98168-0900
USA

Armaavia*
9 Alek Manoukyan St.
AUA Business Center
Yerevan, 375025
Republic of Armenia

ALITALIA S.p.A.*
Centro Direzionale, viale Alessandro Marchetti 111
Rome, I-00148
Italy

Asiana Airlines Inc.*
Asiana Town, Kangseo
P.O. Box 98, #47
Osae-dong, Kangseo-Ku Seoul, 157-600
Republic of Korea

All Nippon Airways
Shiodome City Center 1-5-2 Higashi Shimbashi,
Minato-ku
Tokyo, 105-7133
Japan

Atlas Air* and***
2000 Westchester Avenue
Purchase, New York 10577-2543
USA

Aloha Airlines*
Honolulu International Airport
P.O. Box 30028
Honolulu,
Hawaii 96820
USA

Atasjet International Airways*
Yesilyurt Mah. Eski Halkali Yolu Alacati Evleri Yani
No: 5/B
Florya Istanbul,
Turkey
34153

Alpi Eagles S.p.A.*
via E. Mattei 1/C
Marcon,
Venice, 30020
Italy

Austral* and**
Bouchard 547–9 Piso
Buenos Aires,
Argentina
C1106ABG

America West Airlines
4000 E. Sky Harbor Blvd.
Phoenix,
Arizona 85034
USA

Austrian
Fontanastrasse 1
P.O. Box 50
Vienna, A-1107
Austria

American Airlines
4333 Amon Carter Blvd.
P.O. Box 619616
Fort Worth, Texas 76155
USA

AVIANCA
Avenida 26 #92-30, Bloque 1, Piso 4
Bogotá,
Colombia

Angola Airlines
Rua Missao 123
P.O. Box 79
Luanda,
Angola

Azerbaijan Airlines*
11 Azadlig Avenue
Baku, 370000
Republic of Azerbaijan

Bangkok Airways Co., Ltd.
99 Mu 14 Vibhavadi Rangsit Road
Chom Phon, Chatuchak,
Bangkok 10900
Thailand
Belavia—Belarusian Airlines*
Nemiga str. 14
Minsk, Rep. of Belarus 220004
Belarus

Bellview Airlines*
Bellview Plaza, 66B Opebi Road, Ikeja
P.O. Box 6571
Ikeja, Lagos
Nigeria

Biman*
Biman Bhavan, 100 Motijheel Commercial Area
Dhaka, 1000
Bangladesh

Binter Canarias*
Aeropuerto de Gran Canaria
Telde Las Palmas, 35230
Spain

Blue Panorama*
Via Corona Boreale, 86–Pal.D.
Fiumicino, Rome,
Italy
00054

Blue1*
P.O. Box 168
Vantaa, FI-01531
Finland

Blue Wings AG
Suedwall 26 Bocholt
Nordrhein Westfalen 46397
Germany

bmi (British Midland Airways Ltd.)
Donington Hall, Castle Donington
Derby, Derbyshire DE74 2SB
United Kingdom

British Airways
Watsides
P.O. Box 365
Harmondsworth, Middlesex UB7 0GB
United Kingdom

C.A.L. Cargo Airlines* and***
1 Hayarden Street, Airport City
P.O. Box 271 Ben Gurion Airport
Tel Aviv,
Israel
70100

Cameroon Airlines
3, av. du Général de Gaulle
B.P. 4092
Douala,
Cameroon

Cargojet Airways Ltd.* and***
350 Britannia Road East Units 5&6
Mississauga, Ontario L4Z 1X9
Canada

Cargolux S.A.* and***
Luxembourg Airport
Luxembourg, L-2990
Grand Duchy of Luxembourg

Carpatair*
Timisoara International Airport
Timisoara, Timis
Romania
307210

Caspian Airlines*
No. 5, Sabounchi Street
Beheshti Avenue Tehran,
Islamic Republic of Iran
15336-63119

Cathay Pacific
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Airport
GPO Box 1,
Hong Kong (SAR)
People's Republic of China

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Aeroport de Campo Dell' Oro
B.P. 505
Ajaccio Cedex 2,
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France
20186

China Airlines Ltd.
2F, 131, Sec. 3, Nanking E. Road
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Chinese Taipei

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China Cargo Center Shanghai Hongqiao Airport
Shanghai 200335
People's Republic of China

China Eastern
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China Southern Airlines
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Guangzhou, Guangdong
510405
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66131
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Dublin, Co. Dublin
Ireland

Comair Limited*
1 Marignane Drive, Cnr. Atlas Road
Bonaero Park, 1619
Republic of South Africa

Compagnie Aérienne Corse Mediterranée*
Aeroport de Campo Dell'Oro
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Corsica 20186
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Continental Airlines*
1600 Smith Street Houston,
Texas 77002
USA

Continental Micronesia*
P.O. Box 8778
Tamuning, 96931
Guam

COPA
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Edificio Copa Airlines
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Panama, 1
Panama

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2 avenue Charles Lindbergh
Rugis Cedex, F-94636
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Croatia Airlines
Savska Cesta 41
Zagreb, 10000
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Cubana
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Ciudad de La Habana, 10400
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21 Alkeou Street
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Cyprus

Czech Airlines
Praha 6, Letiste Ruzyne
Prague, 16008
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85356

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Atlanta,
Georgia 30320-6001
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Derby, DE74 2TR
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DHL International E.C.* and***
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Dragonair
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People's Republic of China

Egyptair
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Egypt

EL AL
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Gatwick Airport,
West Sussex RH6 0LA
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Haihang Development Building 29 Haixiu Road
Haikou,
Hainan 570206
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Madrid, E-28006
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Reykjavik Airport
Reykjavik, 101
Iceland

Indian Airlines
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Inter Air*
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Private Bag 8
P O Jan Smuts Airport,
Gauteng
Republic of South Africa
1627

Iran Air
Iran Air Head Office Bldg., Mehrabad Airport
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Teheran, 13587
Islamic Republic of Iran

Iran Aseman Airlines*
Mehrabad Airport
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Tehran, 13874
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Saddam International Airport
Baghdad,
Iraq

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Japan Airlines International Co., Ltd.
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55 King Faisal Ben Saoud
Amman 11192
Jordan

Kenya Airways
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P.O. Box 19002
Nairobi,
Kenya
0051

Kish Air*
No. 21, Ekbatan Main Boulevard
Tehran, 1398
Islamic Republic of Iran

Kitty Hawk* and***
P.O. Box 612787
DFW Airport, Texas 75261
USA

KLM
Amsterdamseweg 55
P.O. Box 7700
Amstelveen, NL-1182GP
The Netherlands

Korean Air
1370 Gong Hang-dong, Gangseo-gu
Seoul, 157–712
Republic of Korea

Kuwait Airways
Kuwait International Airport
P.O. Box 394
Safat, 13004
Kuwait

LAB*
Av. Kyllmann No. 0-1691, Aeropuerto Jorge Wilstermann
P.O. Box 132
Cochabamba,
Bolivia

LACSA*
La Uruca, Diagonal a la Compañía La Pozuelo
P.O. Box 1531-1000
Jan José, San José
1531-1000
Costa Rica

LAM
Alameda do Aeropuerto de Mavalane–Avenida de Angola
P.O. Box 2060
Maputo, Maputo
Moçambique

Lan Airlines S.A.
Americo Vespucio 901, Renca
P.O. Box 147-D
Santiago,
Chile

Lan Chile Cargo* and***
6500 NW 22 St., 4th Floor
Miami, Florida 33122
USA

Lan Perú*
Avenida Los Incas 172 5to Piso
San Isidro Lima,
Peru

LanEcuador*
Avenida Amazonas y Pasaje Guayas, E3-131
Quito,
Ecuador

Lauda Air
WTC Airport
P.O. Box 56
Vienna, Schwechet
Austria 1300

Libyan Arab Airlines
Haiti Street
P.O. Box 2555
Tripoli,
Socialist People's Libyan Arab Jamahiriya

Lineas Aéreas Azteca S.A. de C.V.* and**
Zona de Hangares “C” No. 27 Col. Aviación General,
México City D.F. 15620
Mexico

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<table>
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<th>Cargo Agent's Handbook—813–Latin America and the Caribbean</th>
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<tr>
<td>Mahan Air*</td>
</tr>
<tr>
<td>Mahan Tower, Azadeghan St. Karaj Highway, P.O. Box: 14515/411</td>
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<td>Tehran, 1481655761</td>
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<td>Islamic Republic of Iran</td>
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<tr>
<td>33rd Floor, MAS Building, Jalan Sultan Ismail G.P.O. Box 10513</td>
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<td>Kuala Lumpur, Federal Territory 50250</td>
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<td>Budapest IX,</td>
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<td>Malmö Aviation*</td>
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<td>Mäster Johansgatan 17 Malmö, SE-201 20</td>
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<td>MAT–Macedonian Airlines</td>
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<td>Beirut International Airport</td>
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<td>P.O. Box 206</td>
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<td>Mexicana Building, Xola 535, Piso 30, Col. Del Valle</td>
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<tr>
<td>P.O. Box 12-813</td>
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<td>Mexico City, D.F. 03100</td>
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<td>Buyant Ukhaa Airport, MIAT Building</td>
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<tr>
<td>P.O. Box 45</td>
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<td>Ulaanbaatar,</td>
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<tr>
<td>210034</td>
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<td>Mongolia</td>
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<td>Montenegro Airlines</td>
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<tr>
<td>Beogradska 10</td>
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<tr>
<td>Podgorica, Montenegro 81000</td>
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<td>Serbia and Montenegro</td>
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<td>Nationwide Airlines*</td>
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<tr>
<td>P.O. Box 422</td>
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<td>Lanseria, 1748</td>
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<td>Republic of South Africa</td>
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<td>Nippon Cargo Airlines (NCA)***</td>
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<td>Shiodome City Centre 8F 5-2, Higashi-Shinbashi 1-chome</td>
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<tr>
<td>Tokyo, Minato-ku 105-7108</td>
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<td>Japan</td>
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<td>Northwest Airlines</td>
</tr>
<tr>
<td>2700 Lone Oak Pkwy</td>
</tr>
<tr>
<td>Dept A1040</td>
</tr>
<tr>
<td>Eagan,</td>
</tr>
<tr>
<td>Minnesota 55121-1534</td>
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<tr>
<td>USA</td>
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<tr>
<td>Olympic Airlines S.A.</td>
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<tr>
<td>Athens International Airport, Bldg. 975th km</td>
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<tr>
<td>SPATA–LOUTSA Ave.</td>
</tr>
<tr>
<td>SPATA, 19019</td>
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<td>Greece</td>
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<td>Oman Air</td>
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<tr>
<td>Seeb International Airport</td>
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<tr>
<td>P.O. Box 58</td>
</tr>
<tr>
<td>Muscat, 111</td>
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<td>Oman</td>
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</tbody>
</table>

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Onur Air  
Tasimacilik A.S dba  
Senlik Mah  
Catal Sok No. 3  
Istanbul 34153  
Florya  
Turkey  

PAL  
PAL Center, Legazpi Street, Legazpi Village  
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Philippines  

Palestinian Airlines*  
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Gaza City,  
Gaza Strip Palestine  

Pegasus Airlines  
Hava Tasimaciligi  
Bavin Eksprevyolu No. 2  
Istanbul 34303  
Halkali  
Turkey  

PGA-Portugáliá Airlines  
Ave. Almirante Gago Coutinho, 88  
Lisbon, 1700-031  
Portugal  

PIA  
PIA Building, Quaid-E-Azam International Airport  
Karachi, 75200  
Pakistan  

PLUNA  
Miraflores 1445  
P.O. Box 507 Montevideo,  
Montevideo 11500  
Uruguay  

Precision Air Services Ltd.  
Quality Plaza  
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Tanzania  

Qantas  
Building A, Qantas Centre, 203 Coward Street  
Mascot, N.S.W. 2020  
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Qatar Airways  
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P.O. Box 22550–Doha,  
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Royal Air Maroc  
Aéroport de Casa-Anfa  
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Morocco  

Royal Brunei  
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Negara Brunei  
Darussalam BS8811  
Brunei Darussalam  

Royal Jordanian  
Housing Bank Commercial Center  
P.O. Box 302  
Amman, 11118  
Jordan  

Rwandair Express*  
Centenary Building (Caritas), 2nd Floor  
Kigali,  
Rwanda  

SA Airlink* and***  
Centenary Building (Caritas), 2nd Floor,  
P.O. Box 7275  
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SAA  
South African Airways Towers  
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Transvaal 2000  
Republic of South Africa  

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Republic of South Africa  

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Norway  
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Açores,  
San Miguel 9504-528  
Portugal
Saudi Arabian Airlines
P.O. Box 620
Jeddah, 21231 Kingdom of Saudi Arabian

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Shandong Province People's
Republic of China
250014

Shanghai Airlines
212 Jiangning Road
Shanghai,
People's Republic of China 200041 People's Republic of China

Shenzhen Airlines Co. Ltd.* and**
Bao'an International Airport
Shenzhen,
People's Republic of China

SIA Cargo
30 Airline Road
05-J SATS Airfreight Terminal 5
Singapore,
Singapore
819830

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Ob-4 Novosibirsk Region
Russian Federation
633104

Sichuan Airlines Co. Ltd.
Cheng Du Shuang Liu Int'l Airport
Cheng Du 810202
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Silkair*
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05-J SATS Airfreight Terminal 5
30 Airline Road, 819830
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P.O. Box 1537
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SN Brussels Airlines
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Zaventem, B-1930
Belgium

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Spanair*
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Palma de Mallorca,
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Sri Lankan
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Khartoum,
Sudan

Surinam Airways*
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Paramaribo,
Republic of Suriname

SWISS
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Basel, 4002
Switzerland

Syrianair
Youssef Al-Azmeh Square
P.O. Box 417
Damascus,
Syrian Arab Republic

TACA
Edificio Caribe 2 Piso
Colonia Escalón
San Salvador,
El Salvador

TAL (Tassili Airlines)
Route de Sidi Moussa Case Postale 319
Dar El Beida,
Alger 16000
Algeria

TAM Linhas Aéreas*
Av. Jurandir, No. 856, Lote 4 Jardim Ceci
São Paulo, SP
Brazil CEP 04072-000
TAM—Transportes Aéreos del Mercosur Sociedad Anónima*
Hangar TAM
Aeropuerto Internacional “Silvio Pettirossi”
Asunción,
Paraguay

TAP—Air Portugal
Aeroporto de Lisboa, Building 27, 10th Floor
P.O. Box 50194
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Portugal
1704-801

TAROM S.A.
Bucuresti, Soseaua, Bucuresti-Ploiești KM 16.5
P.O. Box I-21
Bucuresti, 75910
Romania

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Thailand

THY
HQ, Genel Müdürlüğü, Atatürk Havalimani
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Turkey

TNT Airways S.A.* and***
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Aéroport de Liège
Grace-Hollogne, 4460
Belgium

Transaero
2 Smolensky Per, 3/4
Moscow, 121099
Russian Federation

TransAsia Airways Corp.*
9F, No. 139, Cheng-Chou Road, 103
Chinese Taipei

Transportes Aéreos del Mercosur Sociedad Anónima (TAM)
Hanagar TAM/ARPA
Aeropuerto Internacional “Silvio Pettirossi”
Asuncion,
Paraguay

Tunis Air
Boulevard du 7 Novembre 1987
Route de L’Aéroport, Tunis-Carthage
Tunis, 2035
Tunisia

Ukraine International Airlines*
63 A, B. Khmelnytskoho St.
Kiev,
Ukraine
01054

United Airlines
1200 East Algonquin Rd., Elk Grove Township
Chicago, Illinois 60007
USA

UPS Airlines* and***
1400 North Hurstbourne Parkway
Louisville, Kentucky 40223
USA

US Airways, Inc.*
2345 Crystal Drive, Crystal Park 4 Arlington,
Virginia 22227
USA

Varig Log* and** and***
Rua Fidência Ramos, No. 223
14° andar, Vila Olímpica
São Paulo, 04551-010
Brazil

Vietnam Airlines
200 Nguyễn San St.
Long Biên District
Vietnam

Virgin Atlantic*
Crawley Business Quarter, Manor Royal Crawley,
West Sussex RH10 9NU
United Kingdom

Virgin Nigeria Airways Ltd.
2nd/3rd Floor The Ark Towers
Plot 17 Ligali Ayorinde Street
Victoria Island
Nigeria
73601

Vladivostok Air
41 Portovaya St. Artyom,
Primorski Region 692756
Russian Federation

Volare Airlines*
Via Carlo No. 3
Gallarate (Varese),
Italy
21013

Volga-Dnepr Airlines*
Karbysheva, 14
Ulyanovsk, 432072
Russian Federation
Wideroe*
Eyvind Lyches Ve1 10
P.O. Box 312
Sandvika, N-1301
Norway

Xiamen Airlines*
22 Dailiao Road Xiamen,
Fujian 361006
People's Republic of China

Yemenia
Yemenia Head Office Bldg., Airport Rd.
P.O. Box 1183
Sana'a,
Republic of Yemen

Zambian Airways* and**
Lusaka International Airport
P.O. Box 310277
Lusaka,
Zambia
LIST OF IATA OFFICES—LATIN AMERICA AND THE CARIBBEAN

ARGENTINA
Cerrito 886
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Fax: (54 11) 5352 6420

BOLIVIA
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Calacoto La Paz
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Fax: (591) 2 279-3805

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Fax: 55 11 2187 4201

CHILE
Avenida Ricardo Lyon 222 Oficina 701A
Providencia
Santiago, 6650148
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Fax: (562) 234-5339

COLOMBIA
Calle 94A No.13-02
Oficina 101
Bogota D.C.
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Fax: (571) 616 6313

COSTA RICA
Edificio Edicol 2do Piso
Sabana Sur;
San Jose
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Fax: (506) 231-5491

DOMINICAN REPUBLIC
Calle Paseo de los Lucutores Esq
Seminario Ed Ginza
Dominican Center
Local L-A-1
Telephone: (809) 562 4282
Fax: (809) 540 6166

EASTERN CARIBBEAN
12 Charles Street
Lloyd Vision Building
Port of Spain
Trinidad, W.I.
Telephone: (868) 627 9405
Fax: (868) 625 2630

ECUADOR
Avenida Amazonas No. 39–61 y Pereira
Edificio Centro Financiero
Piso 5, Oficina 508
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Telephone: (593) 2 298 1703
Fax: (593) 2 298 1710

HONDURAS
Ave. La Paz
Edificio Galerias la Paz Local 302
Tegucigalpa MDC
Telephone: (504) 237 5150
Fax: (504) 237 5145

MEXICO
Blvd. Manuel Avila Camacho 24
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Mexico DF
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Fax: (52 55 5) 284 2981

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Telephone: (52 55 5) 284 2980
Fax: (52 55 5) 284 2981

PANAMA
Calle 50 y 53 Este
Ubranizacian Obarrio Edificio Hi Tech Plaza
Mezzanine
Local 6
Telephone: (507) 223-3173
Fax: (507) 263-4186

PERU
Avenida Canaval y Moreyra 522
Piso 17
San Isidro
Lima
Telephone: (511) 222-4353
Fax: (511) 421-5368

SALVADOR (and BELIZE)
Edificio Construmarket 3 er Nivel local 3-1
Av Albert Einstein No. 17
Colonia Lomas de San Francisco
Antiguo Cuscation
Telephone: (503) 2248 0528
Fax: (503) 2248 1062
RUSSIA

Anna Mai 13 6th Floor
Office no 39
Telephone: (598 2) 902 3790
Fax: (598 2) 902 3791

VENEZUELA

Avenida Francisco de Miranda Cruce Calle Mohedano
Edificio Centro Seguros Sud America
Piso 6–Oficina 6-A
Apartado 65253 Post code 1060
El Rosal,
Caracas
Telephone: (58 212) 953 2230
Fax: (58 212) 953 9031
IATA MEMBER AIRLINES APPOINTING BY GENERAL CONCURRENCE

The following Members have deposited a Statement of General Concurrence with the Agency Administrator for the appointment of Agents pursuant to the provisions of Resolutions 801, 805 and 807, Section 2, Subparagraph 2.4.1.1(a), Resolution 803, Section 1, Subparagraph 1.4.1.1, and Resolutions 809 and 813, Section 3, Subparagraph 3.4.1.1.

The Chart shows three columns indicating by an ‘x’ whether such appointment by general concurrence applies to Agents situated in Area 1, 2 or 3 and the European Air Cargo Programme (EACP). Where such appointment for an area is limited to or excludes a certain geographical area a note is shown instead of an ‘x’.

In order to act as an appointed Agent for Members not listed below, or not listed for a particular area or in countries or geographical areas not covered by the general concurrence, an Agent must hold a valid Certificate of Appointment.

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42ND EDITION, OCTOBER 2019
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EXPLANATION OF NOTES:

1) Canada only.
2) Caribbean only.
3) Mexico only.
4) South America only.
5) United Kingdom only.
6) Except Colombia.
7) Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama only.
8) Except Canada.
9) Except Israel.
10) Intentionally omitted.
11) Limited to the following countries: Austria, Belgium, Denmark, France, Germany, Greece, Italy, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the United Kingdom.
12) Note not currently in use.
13) Except Israel and South Africa.
14) Except Israel and Zimbabwe.
15) Limited to Europe and the following countries: Bahrain, Egypt, Kuwait, Lebanon, Malawi, Oman, Qatar, Saudi Arabia, Tunisia, United Arab Emirates and Zambia.
16) Except South Africa and Zimbabwe.
17) Except Held Territories, Israel, South Africa and Zimbabwe.
18) Intentionally left blank.
19) Netherlands only.
20) Except Gaza, Held Territories, Israel, South Africa (incl. South West Africa/Namibia) and Zimbabwe.
21) Intentionally left blank.
22) Limited to Australia, Fiji, Hong-Kong, Japan, Korea, New Zealand and Taiwan.
23) Intentionally left blank.
24) Australia only.
25) Intentionally left blank.
26) Intentionally left blank.
27) Intentionally left blank.
28) Europe only.
29) Scandinavia including Finland and Iceland.
30) Intentionally left blank.
31) Limited to Austria, France, Germany, Italy, Netherlands, Switzerland and United Kingdom.
32) Except Cook Islands, Fiji, Macau and Papua New Guinea.
33) only for France, Germany, Spain and United Kingdom.
GLOSSARY OF COMMONLY USED AIR TRAFFIC TERMS

ACCESSORIES, COMMODITY, in respect to specific commodity rates, means additional objects which are not essential to the normal use of a commodity or are not an integral component thereof, but are intended for use with the commodity.

AIRLINE includes the air carrier issuing the Air Waybill and all other air carriers that carry or undertake to carry the cargo under the Air Waybill or to perform any other services related to such air carriage.

AIRLINE, DELIVERING is the carrier who delivers the consignment to the consignee or his agent.

AIRLINE, FIRST means the participating airline over whose air routes the first section of carriage under the Air Waybill is undertaken or performed.

AIRLINE, ISSUING is the airline whose Air Waybill is issued.

AIRLINE, LAST means the participating airline over whose air routes the last section of carriage under the Air Waybill is undertaken or performed; or for the purposes of determining the responsibility for collecting charges collect and disbursement amounts, the airline which delivers the consignment to the consignee whether or not that airline has participated in the carriage.

AIRLINE, PARTICIPATING means an airline over whose air routes one or more sections of carriage under the Air Waybill is undertaken or performed.

AIRLINE, RECEIVING means a participating airline that receives the consignment from a transferring airline at a transfer point.

AIRLINE, TRANSFERRING means a participating airline that transfers the consignment to a receiving airline at a transfer point.

AIR WAYBILL, means the document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s).

AIR WAYBILL, NEUTRAL is a standard Air Waybill without identification of issuing carrier in any form.

AIR WAYBILL, SUBSTITUTE means a temporary Air Waybill which contains only limited information because of the absence of the original Air Waybill, and is the document issued to cover the forwarding of cargo in the absence of the original Air Waybill.

ASSEMBLY, CARGO means the separate reception of parcels or packages and the holding of them for later dispatch as one consignment.

BAGGAGE, UNACCOMPANIED means baggage shipped as cargo.

BOOKING—see Reservation.

CARGO, which is equivalent to the term 'goods', means any property carried or to be carried in an aircraft, other than mail or other property carried under the terms of an international postal convention, baggage or property of the carrier; provided that baggage moving under an Air Waybill is cargo.

CARGO CHARGES CORRECTION ADVICE (CCA) means the document used for the notification of changes to the transportation charges and/or to other charges and/or the method of payment.

CARGO, TRANSFER means cargo arriving at a point by one carrier and continuing its journey therefrom by another carrier.

CARRIAGE, which is equivalent to the term 'transportation', means carriage of cargo by air, gratuitously or for hire.

CARRIAGE, INTERLINE means the carriage over the routes of two or more air carriers.

CARRIAGE, INTERNATIONAL means (except for the purpose of the Warsaw Convention) carriage in which, according to the contract of carriage, the place of departure and any place of landing are situated in more than one State. As used in this definition, the term 'State' includes all territory subject to the sovereignty, suzerainty, mandate, authority or trusteeship thereof.

CHARGE means an amount to be paid for carriage of cargo based on the applicable rate for such carriage; or an amount to be paid for special or incidental service in connection with such carriage.

CHARGE, MINIMUM means the minimum amount which applies for the transportation of the consignment.

CHARGE, VALUATION means a charge for carriage of goods, based on the declared value for carriage of such goods.

CHARGE, VOLUME means the charge for the carriage of goods based on the volume of such goods.

CHARGE, WEIGHT means the charge for carriage of goods based on the weights of such goods.

CHARGES COLLECT, which is equivalent to the term 'freight collect' or 'charges forward', means the charges entered on the Air Waybill for collection from the consignee.

CHARGES, COMBINATION OF means an amount which is obtained by combining two or more charges.

CHARGES, FORWARDING means charges paid or to be paid for preliminary surface or air transportation to the airport of departure by a surface or air transportation agency, not a carrier under the Air Waybill.

CHARGES, PREPAID means the charges entered on the Air Waybill for payment by the shipper.

CHARGES, REFORWARDING means charges paid or to be paid for subsequent surface or air transportation from
the airport of destination by a surface or air transportation agency, not a carrier under the Air Waybill.

COMBINATION, RATE OR CHARGE means the establishment of a rate or charge by addition of sectional rates or charges.

CONDITIONS OF CARRIAGE means the terms and conditions established by a carrier in respect to its carriage.

CONDITIONS OF CONTRACT means the terms and conditions shown on the Air Waybill.

CONNECTING CARRIER means a carrier to whose service the cargo is to be transferred for onward connecting transportation.

CONSIGNEE means the person whose name appears on the Air Waybill as the party to whom the goods are to be delivered by the carrier.

CONSIGNMENT, which is equivalent to the term 'shipment', means one or more pieces of goods accepted by the carrier from one shipper at one time and at one address, receipted for in one lot and moving on one Air Waybill to one consignee at one destination address.

CONSIGNMENT, MIXED means a consignment of different commodities, articles or goods, whether packed or tied together or contained in separate packages and for which different rating applies.

CONSIGNMENT NOTE, AIR—See Air Waybill.

CONSIGNOR, which is equivalent to the term 'shipper', means the person whose name appears on the Air Waybill as the party contracting with the carrier(s) for carriage of goods.

CONSOLIDATED CONSIGNMENT means a consignment of multi-packages which has been originated by more than one person each of whom has made an agreement for carriage by air with another person other than a scheduled air carrier.

CUSTOMS CLEARANCE AGENT means a customs broker or other agent of the consignee designated to perform customs clearance services for the consignee.

DAYS means full calendar days, including Sundays and legal holidays.

DECLARED VALUE FOR CARRIAGE means the value of goods declared to the carrier by the shipper for the purposes of determining charges or of establishing the limit of the carrier's liability for loss, damage or delay.

DEMURRAGE means a variable fee charged to carriers and/or customers for the use of carrier owned ULDs beyond the free time allotment.

DESTINATION means the ultimate stopping place according to the contract of carriage.

DISASSEMBLY, CARGO means the separation of one or more of the component parts of a consignment (from other parts of such consignment) for any purpose other than that of presenting such part or parts to customs authorities at the specific request of such authorities.

EMBARGO means the refusal by an airline for a limited period, to accept for transportation over any route or segment thereof, and to or from any area, or point of connecting airline, any commodity, type or class of cargo duly tendered.

FLIGHT NUMBER means the designation of a flight.

FRENCH GOLD FRANCS means francs consisting of 651/2 milligrams of gold with fineness of nine hundred thousandths.

MISCHELLEANEOUS CHARGES ORDER (MCO) means a document issued by a carrier or its agent in conjunction with a Passenger Ticket and Baggage Check and which may be used only for payment of Baggage Shipped as Cargo.

PARTS, COMMODITY, in respect to specific commodity rates, means objects which are essential to the normal use of a commodity or are in an integral component thereof, but not including supplies.

PRORATE (here used as a noun) means a portion of a joint rate or charge obtained by proration.

PRORATION means division of a joint rate or charge between the carriers concerned on an agreed basis.

PRORATION, MILEAGE means proration on the basis of the respective local mileages.

PRORATION, RATE means proration on the basis of the respective local rates.

QUANTITY DISCOUNT means a percentage reduction of a rate based on quantity.

RATE means the amount charged by the carrier(s) for the carriage of a unit of goods and is the current rate which the carrier, in the publication it normally uses to publish rates, holds out to the public or the appropriate segment of the public, as being applicable for carriage of a unit of weight (or volume) and/or value of goods.

RATE, CLASS means a rate applicable to a specifically designated class of goods.

RATE, CONSTRUCTED means a rate, other than a specified rate.

RATE, GENERAL CARGO (GCR) means a rate for the carriage of cargo other than a class rate or specific commodity rate.

RATE, JOINT means a rate which applies for carriage over the lines of two or more carriers and which is published as a single amount.

RATE, LOCAL which is equivalent to the term 'On-line rate', means a rate which applies for carriage over the lines of a single carrier.

RATE, NORMAL means the specified general cargo rate without quantity discount.
RATE, PROPORTIONAL means a rate which is used in combination with other rates to establish a through rate.

RATE, PUBLISHED means a rate, the amount of which is specifically set forth in the publication the carrier normally uses to establish such rates.

RATE, QUANTITY means the unit rate which is lower than the normal rate and applies to shipments meeting specific weight requirements.

RATE, SECTIONAL means the rate established and used by a scheduled air carrier(s) (including any local or joint rate) for a section of a through route.

RATE, SPECIFIC COMMODITY (SCR) means a rate applicable to carriage of specifically designated commodities.

RATE, SPECIFIED means a rate specifically set forth in an IATA Cargo Tariff Coordinating Conference Resolution.

RATE, THROUGH means the total rate from point of departure to point of destination.

RATES, COMBINATION OF means an amount which is obtained by combining two or more rates.

REPORT, IRREGULARITY (IRP) means the document which is equivalent to the term Notice of Non-Delivery.

REROUTING is the route to be followed as altered from that originally specified in the Air Waybill.

RESERVATION, which is equivalent to the term ‘booking’, means the allotment in advance of space or weight capacity of goods.

ROUTE, THROUGH means the total route from point of departure to point of destination.

ROUTING is the route to be followed as originally specified in the Air Waybill.

RULES means the general terms and conditions of carriage.

SALE means the issuance or the completion of an Air Waybill or other transportation document.

SERVICE, DELIVERY means the carriage of inbound consignments from the airport of destination to the address of the consignee or that of his designated agent or to the custody of the appropriate Government agency when required.

SERVICE, PICKUP means the carriage of outbound consignments from the point of pickup to the airport of departure.

SHIPMENT—See Consignment.

SHIPPER—See Consignor.

SPECIAL DRAWING RIGHT (SDR), a reserve asset used as a unit of account, as defined by the International Monetary Fund (IMF).

TARIFF means the published rates, charges and related rules.

TRANSFER means movement of cargo from one carrier to another against a transfer manifest.

TRANSFER MANIFEST means the document executed by the transferring carrier upon transfer of interline cargo and endorsed by the receiving carrier as a receipt for the consignment transferred.

TRANSSHIPMENT means the unloading of cargo from one flight and loading on to another for on carriage.

TRANSIT means an en route stopping place where cargo remains on board.

TRANSPORTATION—see Carriage.

UNIT LOAD DEVICE (ULD) means aircraft container or pallet.

VALUABLE CARGO—definition is in accordance with Resolution 012.
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IATA PUBLICATIONS OF PARTICULAR INTEREST TO CARGO AGENTS

AIRLINE CODING DIRECTORY
Who could imagine running an airline without using codes? Codes are essential for airline operations...and they have to be the correct ones. This publication is the official industry source for airline designators, location identifiers and three-digit airline numeric codes. The manual also includes ISO/IATA currency codes and lists contacts for: reservations department heads, control office addresses, emergency notification, ticketing time limits, minimum connecting time coordinators and airlines applying reconfirmation procedures. Published in English and available by annual subscription. Computer tapes are also available for Location Identifiers and Airline Codes.

AIR WAYBILL HANDBOOK
This is the official guide for the issuance of the air waybill. Prepared by an international group of airline experts, it explains in detail how each entry should be recorded on the air waybill. The examples contained in the Handbook assist the reader in understanding the most complicated rating and routing conditions and illustrate how the requirements are entered on the air waybill. Published annually in English only.

CARGO AGENT’S HANDBOOK
Sets out the Resolutions and other provisions which are of interest to IATA Cargo Agents in the exercise of their rights and obligations as registered Agents, and contains information of practical value in their day-to-day work. The Handbooks are published in English, French and Spanish.

CARGO CLAIMS AND LOSS PREVENTION HANDBOOK
For the Airlines as well as Cargo Agents/Intermediaries Cargo claims normally result in upset customers, additional costs and wastage of resources. Although Cargo Claims can not be totally eliminated, with proper handling of Claims the resultant loss and inconvenience can be substantially reduced. Packed with practical information, this new Handbook is a complete resource for Airlines, Forwarders and others who share an interest in cost-effective claims handling and loss prevention. The 2nd edition of this popular handbook will be published in October 2007.

CARGO INTERCHANGE MESSAGE PROCEDURES MANUAL (CARGO-IMP)
Cargo automation between airlines and with customs can only work efficiently if it is based on universally agreed formats and message procedures. Cargo-IMP is the official source for message specifications covering space allocation, air waybill information, flight manifest, accounting, status, discrepancy, embargo and proposed airline-custom systems. It also includes an encoding and decoding list of all approved codes and abbreviations including the location identifiers. Published annually in English only.

DANGEROUS GOODS REGULATIONS
Shipping dangerous goods by air has become a very important part of the air freight business. Because of the nature of these goods, however, special care must be taken not to harm passengers, staff and equipment. The IATA Dangerous Goods Regulations contain all provisions mandated by ICAO and all rules universally agreed by airlines to correctly package and safely transport dangerous goods by air. Published annually in English, French, German, Spanish, Japanese, Russian and Chinese.

LIVE ANIMALS REGULATIONS
The public at large is concerned about animal welfare. Airlines, shippers and intermediaries involved in the air transport of live animals have a vital interest in the animals reaching their final destination in good health. The IATA Live Animals Regulations describe the container to be used for carriage for each kind of animal and the precautionary measures to be taken during ground and air transportation. The Regulations also contain a comprehensive list of animals including those which are considered endangered species. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Office International des Epizooties (OIE) have endorsed the IATA Regulations as guidelines for air transportation of animals. Published annually in English, French and Spanish.
PERISHABLE CARGO MANUAL

The IATA Perishable Cargo Manual is a reference guide for all parties involved in the packaging and handling of perishables for air transportation. It provides the producers and shippers with an insight of the packaging and preparation requirements that will help minimise damages and losses, and most important maintain the quality of products throughout the transportation chain. Published every two years in English only.

TO CONTACT IATA CARGO

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<tbody>
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<td>Internet: Visit our site on the worldwide web at <a href="http://www.iata.org/whatwedo/cargo/Pages/index.aspx">www.iata.org/whatwedo/cargo/Pages/index.aspx</a></td>
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