



TRAVEL INDUSTRY DESIGNATOR SERVICE (TIDS)
www.iata.org/tids

Request for Change of Agency Details

Please complete the form below with new information of your agency. Mandatory information is marked with an asterisk (*). Please submit completed form duly signed along with supporting documents on IATA Customer Portal (www.iata.org/cs)

TIDS Code*:

Legal Name of Entity:

Trading Name (if different from Legal Name):

Agency Owners/Shareholders

Full Name	Share (%)	E-mail Address
1		
2		
3		
4		
5		

Please provide unique e-mail address for each owner

Location Address:

Address (Line 1):

Address (Line2):

Address (Line 3):

City:

Province/State:

Country:

Postal/Zip Code:

Mailing Address - if different from above:

Address (Line 1):

Address (Line2):

Address (Line 3):

City:

Province/State:

Country:

Postal/Zip Code:

Note: For change of legal/trading name, owners/shareholder, or address, please submit official supporting documents along with this form.



Telephone Number:

Fax Number:

Business E-mail:

Website:

Business Registration and/or License Number:

Held Since (MM/YYYY):

Tax/VAT Registration Number:

I hereby certify that the information contained herein is true and correct.

Name:

Position:

Signature:

Place & Date:



Please complete this application form and submit it along with supporting documents on the [IATA Customer Portal](#).

IATA Customer Portal Instructions:

Link: www.iata.org/cs

Registration: you must [register](#) in order to have access

Login: Once logged in, follow below instructions to [create a case](#):

1. Click on Contact Support
2. Click on Create Query
3. For "Topic", select "Accredited Travel Agent"
4. For "I need help with", select "TIDS – Travel Industry Designator Service"

Note: Remember to attach supporting documents with the completed application form

①

Customer Portal Home Contact Support Resources Services Company Administration Language

Create Query My Cases Search

Contact Support > Create Query > Ask a question, consult relevant FAQs or raise a complaint with IATA Customer Service

Type of Query

- Ask a Question
- Compliments
- Raise a Complaint

What can we help you with?

Topic Accreditation Travel Agent ③

I need help with TIDS-Travel Industry Designat... ④

Create a Case Cancel

The FAQs might help you

- What is TIDS and how can I get this code?
☆☆☆☆
000002774FAQLast Published 11/12/14
- Can I use the same TIDS Code for different locations?
☆☆☆☆
000002790FAQLast Published 11/12/14
- How can I verify if my TIDS code is still valid?
☆☆☆☆
000002792FAQLast Published 11/12/14
- What documents do I need to provide to apply for a TIDS Code?
☆☆☆☆
000002803FAQLast Published 11/12/14
- What is the difference between TIDS and IATA Accreditation?
☆☆☆☆
000002805FAQLast Published 11/12/14



Terms and Conditions

1. The Applicant understands and agrees that the allocation of a TIDS (Travel Industry Designator Service) numeric code is not part of any IATA Agency Accreditation process. This application therefore does not constitute an application for IATA Agency Accreditation. The Applicant understands and agrees that acceptance of the TIDS application does not entitle him/her to represent himself/herself as an IATA Agent, or IATA Approved, or IATA Accredited, or as having an IATA Numeric Code, or any other representation which may create the impression of the Applicant being an IATA Agent. The Applicant is not authorized to use the IATA logo on its premises, letterhead or for any other purpose, and the Applicant specifically agrees not to make any representation or hold out to the public or the industry to be an IATA Agent unless and until the Applicant actually secures IATA Accreditation status.
2. The Travel Industry Designator Service is allocated to a non-IATA agent's place of business to facilitate identification by travel industry principals in electronic reservations systems. The TIDS Code Holder understands that the unauthorized use of the TIDS numeric code will result in the immediate cancellation of its TIDS numeric allocation and notification thereof to IATA Member airlines and other travel industry principals. The TIDS Code Holder shall take all due and reasonable precaution to prevent misuse of the TIDS numeric code by third parties and will be responsible for any damages arising from such misuse in case of failure to take appropriate precautions.
3. The Applicant recognizes and agrees that IATA has the right to reject the application and/or cancel a TIDS number at any time.
4. A non-refundable fee is payable upon submission of the application for the remaining period of the calendar year in which the application has been granted. All the TIDS memberships will be subsequently renewed on an annual basis, based on calendar year. A renewal fee will be billed each year in October for the following year. Failure to pay the Annual Fee by the due date will result in cancellation of the assigned TIDS numeric code.
5. The TIDS Code Holder must immediately notify IATA in writing of any changes to the information provided in this application form. In the event that the TIDS Code Holder ceases to be licensed to trade as a travel agent under applicable legislation, the assigned TIDS code will be immediately cancelled. If the agent ceases to be a member of a national travel agents' association, the agent may continue to hold a TIDS numeric code as long as two (2) written recommendations of a hotel, car rental, CRS/GDS or other travel and tourism industry supporters are provided. In the event of a cancellation of a TIDS numeric code for any of the reasons stated above, the fees referred in paragraph 4 will not be refunded.
6. The TIDS Code Holder must notify IATA in writing if the TIDS numeric code is no longer required. Such notification may be given at any time. In such case, the fees referred in paragraph 4 will not be refunded. Following cancellation, if the agent subsequently reapplies for a new TIDS numeric code, a new application including the registration fee will be required.
7. The Applicant hereby authorizes IATA to register the information provided on the TIDS listing and to communicate such information to travel industry principals subscribing to the IATA agency database. If you do not wish to be solicited please notify us in writing. IATA will apply all reasonable and due care in processing this application, any notification of cancellation, and any other information provided by the TIDS Code Holder. However, the Applicant agrees that neither IATA nor any of its officers or employees will be responsible in the event that the TIDS numeric code is incorrectly assigned, reproduced, cancelled, or other information connected with TIDS is incorrectly processed or represented.
8. The Applicant expressly recognizes that upon signature of the application form and acceptance of this application by IATA, these Terms and Conditions shall become effective and binding.