

Billing and Settlement Plan (BSP) Training for Agents

Presenter – Hussein Bhopalwala

Date : 27 April 2023





Training Agenda

1. IATA Customer Portal
2. BSPLink
3. BSP Agent Remittance Procedures
4. IATA EasyPay (IEP) – Overview
5. Annual Revalidation Exercise (ARV)
6. Annual Agency Fee Exercise
7. Q&A

27 April 2023



1. IATA Customer Portal

- www.portal.iata.org
- One window solution to all IATA tools and application
- IATA point of contact

- **Login** with email and password if existing user
- **Create new User** if new user

IATA CUSTOMER PORTAL

Welcome to the IATA Customer Portal

- Access IATA services**
Directly access more than 60 IATA services, specially selected for you.
- Stay up to date**
Easily manage and update your IATA profile.
- Find special offers**
Discover the selection of publications, trainings and other IATA products and services.
- Get answers**
Access our extensive collection of questions & answers; and get direct support from IATA.

[Go to our FAQ](#)

Login

Email

Password [Forgot Password?](#)


Login

New to the IATA Customer Portal?
[Create New User](#)

Interface

Favorite Services

[See All](#) →



SIS

ICE - IATA Customer E-Statement

IATA EasyPay


BSPLink

Payment Link

Request Access

< ● ● ● ● >

For You



2022 version of the Travel Agent's Handbook is now available

Access it now

Recent Cases

[Contact Us](#) [See All](#) →

Case Number	Type Of Case	Subject	Country Concerned	Status
				IN PROGRESS
				CLOSED
				RESOLVED
				RESOLVED

Weekly Calendar

[See All](#) →

March, 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	21	22	23	24	25	26	27

1.b Granting access to a Service

- To be done by **Portal Administrator**
- Click **See All** option to open all Services

- Click **Manage Service** option of any Service to manage the access of users

The screenshot displays the 'Favorite Services' section of a portal. At the top right, there is a 'See All' link with a right-pointing arrow. Below this, a grid of service cards is shown. Each card features a heart icon in the top left corner, a document icon with a colored border, and the service name. The services visible are: 'Risk Profile & RHC' (blue border), 'BSPLink' (green border), 'ICE - IATA Customer E-S...' (blue border), 'IATA Certificates' (red border), and 'SIS' (blue border). Some cards also have an external link icon (an arrow pointing up and right) in the top right corner. To the right of the grid is a vertical sidebar with a large blue circle containing a white plus sign, and the text 'Request Access' below it. Below the grid, there are four detailed service cards. Each card has a heart icon, a document icon, a title, a brief description, and two buttons: 'Manage Service' (highlighted in yellow) and 'Go to Service' (blue). The services shown in detail are: 'IATA Accreditation & Changes', 'Risk Profile and RHC', 'ICE - IATA Customer E-Statem...', and 'BSPLink'.

IATA accreditation greatly simplifies the business relationship between agents and airlines. As an IATA Accredited Agency, you'll stand out as a recognized industry partner. You'll hold a unique IATA numeric code, opening opportunities to work with global airlines. Through this IATA Accreditation & Changes service you can directly apply to become an IATA Accredited Agency. If you are already IATA Accredited, you can use this service to update information on a change of address or ownership. You can also use this service to add additional branches.

[Go to Service](#)

Contacts

You can manage the users from the list below.

[Filter](#)




[Add New User](#)


<input type="checkbox"/>	User	Email	Status	Location	IATA Code	
<input type="checkbox"/>						⋮
<input type="checkbox"/>						⋮

Key services : IATA customer e-statement

The agency should have access to the below key services.



Period	Remittance Date	Amount to be paid	Paid	Balance	Status
20230402W	24 Apr 2023	INR 539.00	INR 0.00	INR 539.00	PENDING
20230304W	10 Apr 2023	INR 539.00	INR - 539.00	INR 0.00	FULLPAYMENT

Summary		Per Location		CSV 
Item	Billing INR	Payment INR		
Expected Remittance	539.00	0.00		
IATA Code	Date	Billing INR	Payment INR	Details
	24 Apr 2023	539.00	-	
Sum	539.00	0.00		

Balance
INR 539.00

PENDING 



Key services : Risk Profile & RHC

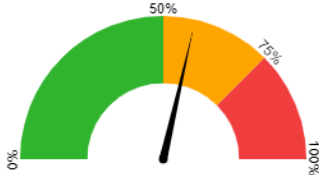
The agency should have access to the below key services.



Risk Profile and RHC

Remittance Holding Capacity

RHC Amount ⓘ	INR 2,000,000,000
Current usage ⓘ	INR 1,142,265,727
Current Financial Security	INR 2,000,000,000
Remittance frequency	4 times per month






Percentage usage : 57%
Last Updated Tue, 25 Apr 2023

[Request Balance Update](#)

ICE - IATA Customer E-Statement

Available Forms of Payment

 Cash ✓	 IATA EasyPay Bank Contact Details	 Credit Card ✓
--	--	---

Risk Events History

Risk Event Status Active
 Expired
 Inactive
 All

Show entries

Risk Description	Issued Date	Expiry date	IATA Code	Case Number
No data available in table				

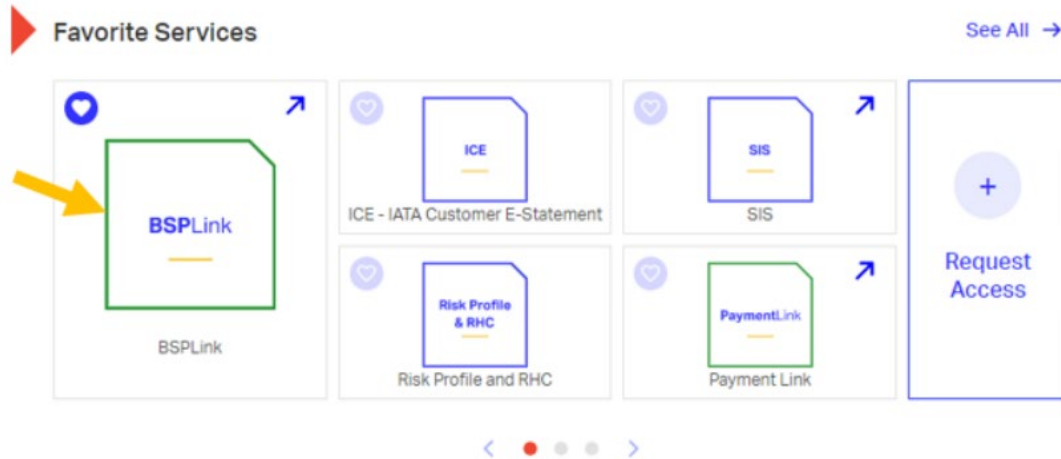
Risk Profile

Accreditation Type ⓘ	GoStandard
Risk Status ⓘ	A
Financial Review	Satisfactory
Risk History	Passed

2. Customer Portal > Access BSPLink

2. Accessing BSPLink

You can access your [BSPLink](#) account directly from the [IATA Customer Portal](#); using email ID registered for [BSPLink](#) simply log in and click on [BSPLink](#) under the "Favorite Services" section. To reset your portal password, please use the "Forgot Your Password?" functionality on the login page.

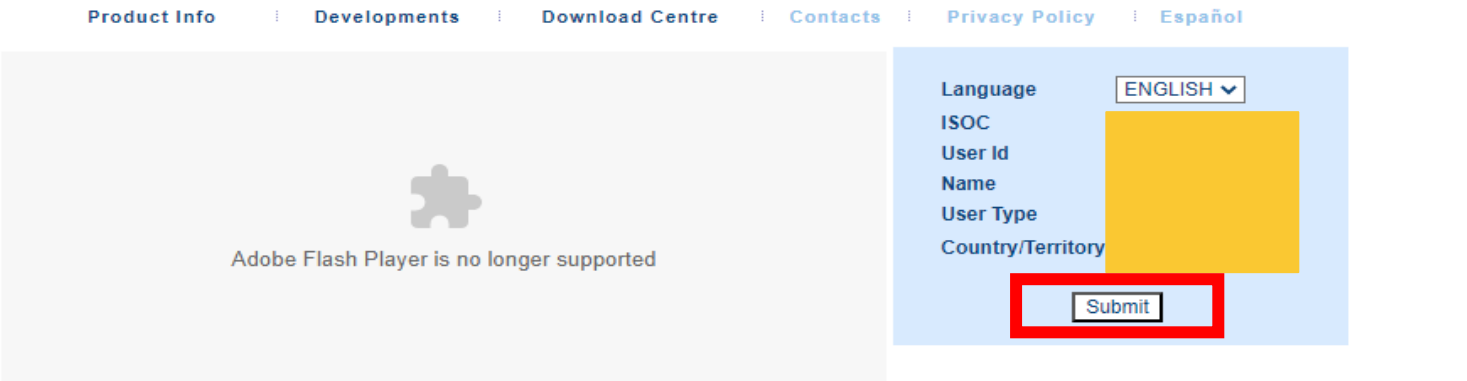


You can contact us via [IATA Customer Portal](#); to check your [BSPLink](#) registered email ID or if you would like to change the registered email ID.



2. Customer Portal > Access BSPlink

2.1 Click on 'Submit' on the new window which will open as below:






The screenshot displays the BSPlink Customer Portal interface. At the top, there is a navigation menu with links for Product Info, Developments, Download Centre, Contacts, Privacy Policy, and Español. The main content area is split into two sections. On the left, a grey box contains a puzzle piece icon and the text 'Adobe Flash Player is no longer supported'. On the right, a light blue box contains a form with the following fields: Language (set to ENGLISH), ISOC, User Id, Name, User Type, and Country/Territory. A yellow box highlights the form fields, and a red box highlights the 'Submit' button at the bottom of the form. Below the main content area, there is an RSS section with links for Newsletters, Developments, and Message Centre. To the right of the RSS section is the 'BSPlink MESSAGE CENTRE' with several messages: 'BSPlink Pre-programmed System Downtime April 15th-16th, 2023', 'TLS 1.1 protocol disabled for BSPlink', and 'Important message to all BSPlink users'. At the bottom of the page, there is a footer with links for Requirements / Help and Contact Us, and a copyright notice for the International Air Transport Association.

Product Info | Developments | Download Centre | Contacts | Privacy Policy | Español

Language
ISOC
User Id
Name
User Type
Country/Territory

RSS

-  Newsletters
-  Developments
-  Message Centre

BSPlink MESSAGE CENTRE

BSPlink Pre-programmed System Downtime April 15th-16th, 2023

This is to inform you that no BSPlink services will be available from Saturday, April 15th, 2023 14:00 CEST, to Sunday, April 16th, 2023 02:00 CEST, as Accelya will be carrying out scheduled maintenance tasks on the system.

TLS 1.1 protocol disabled for BSPlink

Due to PCI security requirements the TLS 1.1 protocol was disabled for BSPlink. User access is only possible from browsers having the TLS 1.2 protocol enabled.

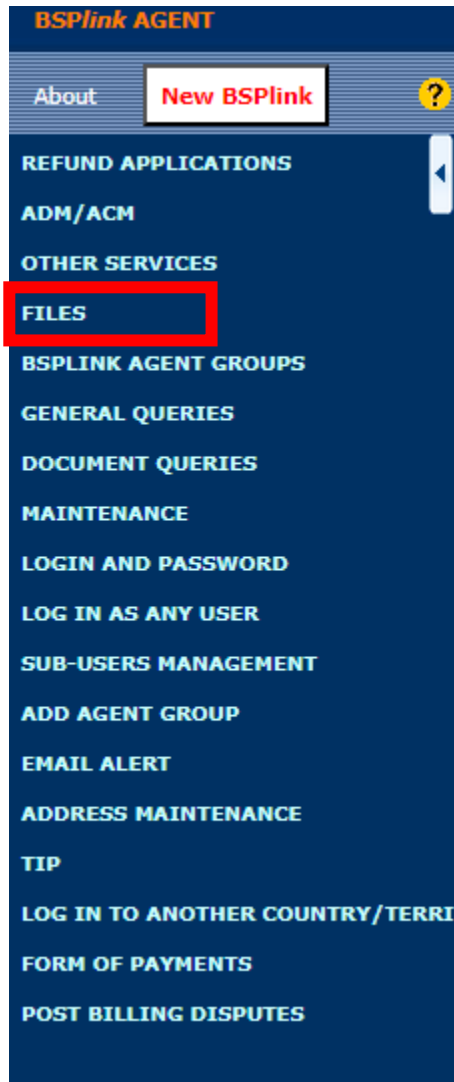
Important message to all BSPlink users

BSPlink users are reminded not to share their passwords. Sharing account credentials can put organizational security at risk by exposing customer data and financial data to unauthorized users.

Also, use strong passwords and remember they need to be unique in every system and changed on a regular basis.

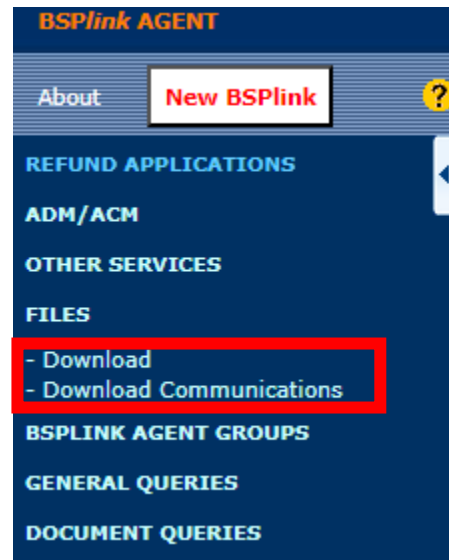
Requirements / Help | Contact Us
© 2019 International Air Transport Association. All rights reserved.

2. a) BSP Agent billing reports



Click on Files > Download as per below screenshot:

Click the Agent_Billing file for the period you wish to download the billing as per the screenshot below:



A screenshot of a file download list. The first row is highlighted in yellow and has a red box around the 'Download' button. A red arrow points to this button. The table contains the following data:

File		
Agent_Billing.zip		
✓INaz143	20230417_230402_Agent_Billing.zip	Download
✓INaz143	20230409_230401_Agent_Billing.zip	Download
✓INaz143	20230401_230304_Agent_Billing.zip	Download
✓INaz143	20230323_230303_Agent_Billing.zip	Download
✓INaz143	20230316_230302_Agent_Billing.zip	Download
✓INaz143	20230308_230301_Agent_Billing.zip	Download
✓INaz143	20230301_230204_Agent_Billing.zip	Download
✓INaz143	20230223_230203_Agent_Billing.zip	Download
✓INaz143	20230216_230202_Agent_Billing.zip	Download

2. a) BSP Agent billing reports

- **How to check Billing file from zip folder and final payment amount**
 - Agent billing file will download and open in Zip Folder
 - Zip folder will contain multiple PDF files
 - To check your Billing details, you must click on File name 'FCAGBILLDETALT'
 - To check Agent Remittance Final Amount, click on file name 'AGREMSUM.
 - DQVALID file must be checked for any document i.e., Rejected such as Refunds

Name	Type	Compressed size	Password ...
IN_ [REDACTED] FCAGCHARGES_230402	Adobe Acrobat Document	70 KB	No
IN_DOAGVALID [REDACTED] 0402	Adobe Acrobat Document	79 KB	No
IN_FCAGBILLDETALT_1. [REDACTED] 2023...	Adobe Acrobat Document	4,278 KB	No
IN_FCAGBILLSUMNG_ [REDACTED] 230...	Adobe Acrobat Document	95 KB	No
IN_FCAGREMDDET_ [REDACTED] 20230402	Adobe Acrobat Document	68 KB	No
IN_FCAGREMSUM_ [REDACTED] 0402	Adobe Acrobat Document	51 KB	No
IN_FCAGTAXDET_ [REDACTED] 20230402	Adobe Acrobat Document	378 KB	No
IN_FCAGTAXSUM_ [REDACTED] 0402	Adobe Acrobat Document	108 KB	No
IN_MIAGNRTXNS_ [REDACTED] 20230416	Adobe Acrobat Document	309 KB	No
IN_MIAGTXNSUMMARY_ [REDACTED] 2...	Adobe Acrobat Document	47 KB	No

2. a) BSP Agent billing reports

Once the billing file is open, you can view the billing details as below:

SCOPE		COMBINED																	
AIR	TRNC	Document Number	Issue Date	CPUI	NR Code	STAT	FOP	Transaction Amount	FARE Amount	TAX	Taxes, Fees & Charges F&C	PEN	Net Sales	--STD Comm-- Rate	--SUPP Discount-- Amt	Rate	Amt	Tax on Comm	Balance Payable
International Air Transport Association BSP IATA INDIA International Air Transport Association BILLING AND SETTLEMENT PLAN HTTP://WWW.IATA.ORG/CS Mumbai 400093																			
Billing Period:230402(08-APR-2023 to 15-APR-2023)										REFERENCE: 230402									
*** ISSUES																			
618	TKTT		08APR23	FFFF		I	CA	60,425	52,250	1,073 CN 221 IN 2,674 K3 1,160 P2 740 SG 708 YM	370 L7 1,229 YR		52,250	0.00	0	0.00		0	60,425
618	TKTT		08APR23	FFFF		I	CA	60,425	52,250	1,073 CN 221 IN	370 L7 1,229 YR		52,250	0.00	0	0.00		0	60,425

2. b) How to check ADMs

How to check Agency Debit Memo (ADM) on BSPLink

In your Agent billing details file if you see an Airline has issued an ADM you can check the ADM details with 10-digit ADM number under ADM/ACM > Search ADM/ACM by number

The screenshot shows the BSPLink interface for 'ADM & ACM QUERY'. The left sidebar contains a menu with the following items: REFUND APPLICATIONS, ADM/ACM (highlighted in red), OTHER SERVICES, FILES, BSPLINK AGENT GROUPS, GENERAL QUERIES, DOCUMENT QUERIES, MAINTENANCE, and LOGIN AND PASSWORD. The main content area has the following options:

- ADM
- ACM
- ADM Requests
- ACM Requests
- ADMD
- ACMD
- SPDR
- SPCR
- ADM/ACM by Number (highlighted in red)

Below these options, there are several radio button options for filtering the results:

- ADM to be billed in the current period
- ADM Pending settlement
- ADM Deactivated
- ADMs per reporting period
- Deleted ADM Query
- Disputed ADM
- Forwarded to GDS
- Billing Disputed ADMs
- Post-Billing Disputes

At the bottom, there are checkboxes for 'Read' (checked), 'Unread' (checked), and 'Cleaned Up' (unchecked). Below these are buttons for 'Submit', 'Reset', and 'Query Options'.

- Note above feature is only available for Agents who opted for BSPLink Streamline access

2. c) BSPlink user templates (Efficient/Streamline)

Functionalities	User Type	
	Enhance	Basic
ADM & ACM	View all the ADM details	Only can view pre-billing ADM also they can submit pre-billing dispute. Unable to view Billed ADM details
Refund Application	Yes	Yes
Document Enquiry	Yes	No
Rejected Document	Yes	No
Post billing Dispute	Yes	Yes
Online billing Statement	Agent can view this option	Cannot view this option
Online billing Analysis	Agent can view this option	Cannot view this option
E-Mail Alert	All options available	Limited options only. The ADM/TA alert is not available
Airline information under Master data	Available	Not Available
GDS Query	Available	Not Available

BSPlink pricelist

BSPlink Plans & Pricing – Choose the Plan that is suitable for your business

	Efficient	Streamlined	Lean
Small businesses (Up to 200K USD Sales Annually)	Access all the essential features of BSPlink 1st User > Free of charge Additional User > 25 USD	Consolidated view of adjustment transactions & Performance tracking 1st User > 40 USD Additional User > 25 USD	Multiple country BSP access & records storage for 2 years 1st User > 100 USD Additional User > 45 USD
Medium businesses (Between 200K & 2M USD Sales Annually)	1st User > Free of charge Additional User > 40 USD	1st User > 55 USD Additional User > 40 USD	1st User > 115 USD Additional User > 60 USD
Large businesses (more than 2M USD Sales Annually)	1st User > Free of charge Additional User > 55 USD Contact Us	1st User > 70 USD Additional User > 55 USD Contact Us	1st User > 130 USD Additional User > 75 USD Contact Us

- BSPlink pricing is now based on your Agency's BSP gross sales volumes (categorized as Small, Medium & Large)
- Basic users will be migrated to Efficient, Enhanced users will be migrated to Streamlined & Group users will be migrated to Lean
- BSPlink Lean plan will provide your agency with multi-branch access

To upgrade to Streamline, please send a request through the IATA customer portal.

Key take away's

Refund Application

ADM & ACM Query

Files & Communication

Post Billing Dispute

TIP

Discuss each topic in detail

Refund Application

Refund Application

ADM & ACM Query

Files & Communication

Post Billing Dispute

TIP

- RA Issue (Efficient & Streamline user)
- Check Validation report

ADM & ACM query

Refund Application

ADM & ACM Query

Files & Communication

Post Billing Dispute

TIP

- As efficient user don't have access to this feature (except pre-billing 14 days)
- ADMs info is available for 13 months
- ADMs issued by Airlines and processed/billed by IATA
- Update email alert for notification (not available for efficient/basic)

Files & Communication

Refund Application

ADM & ACM Query

Files & Communication

Post Billing Dispute

TIP

- Download and Save
- Email alert maintenance (TA & ADM not available for Efficient/Basic)
- All report available for 2 months

Post Billing Dispute

Refund Application

ADM & ACM Query

Primary info here

Post Billing Dispute

TIP

- How to PBD
- Each party has 2 chance to update PBD i.e., Agree or Disagreed
- PBD settlement/refund

Start Post billing dispute

- REFUND APPLICATIONS
- ADM/ACM
- OTHER SERVICES
- FILES
- BSPLINK AGENT GROUPS
- GENERAL QUERIES
- DOCUMENT QUERIES
- MAINTENANCE
- LOGIN AND PASSWORD
- LOG IN AS ANY USER
- SUB-USERS MANAGEMENT
- ADD AGENT GROUP
- EMAIL ALERT
- ADDRESS MAINTENANCE
- TIP
- LOG IN TO ANOTHER COUNTRY/TERRITORY
- FORM OF PAYMENTS
- POST BILLING DISPUTES**
 - Start Post Billing Dispute
 - Pending Post Billing Disputes
 - Query Post Billing Disputes



START POST BILLING DISPUTE

Enter the document number to be disputed



START POST BILLING DISPUTE

IMPORTANT: Please note that you must remit the total billing amount due to the BSP, including any disputed amounts.

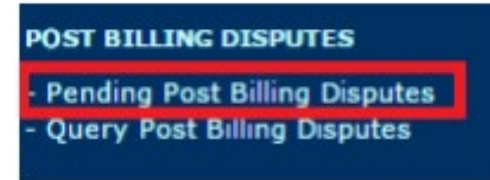
TRNC	TDNR	DAIS	TDAM	Currency	Airline Code	Airline Name	PBD Amount
TKTT	1695590084	15FEB2017	470.84	EUR	220	Deutsche Lufthansa A	<input type="text"/>

Files can be attached to provide further information.



Post billing dispute

- Both the Airline and Agent will have a "Pending Post Billing Disputes." query option, which will display the list of all the PBD pending resolution.
- The Airline/Agent or Group has the possibility to indicate their agreement or disagreement with the dispute in the field called "PBD Agreement"
- : - "Disagree with Airline" or "Disagree with Agent" allows the Agent/Airline to record the disagreement with the arguments of the counterparty. In case of disagreement, it will be mandatory to provide information in the "PBD reason" field.
- There can be a maximum of 2 disagreement actions per party in accordance with the following provision in accordance with Resolution
- "Agree with Airline" or "Agree with Agent" allows the Agent/Airline to record the agreement with the other party. Once the agreement is provided by any party, it won't be possible to further modify the dispute.



PENDING POST BILLING DISPUTES

Agent Code	TRNC	TDNR	DAIS	Currency	TDAM	PBD Amount	PBD Date	Resolution Date
0620091	TKTT	2233639266	29APR2016	EUR	369.22	300.00	03APR2017	03MAY2017

Transparency in Payment

Refund Application

ADM & ACM Query

Files & Communication

Post Billing Dispute

TIP

- Agent can use own card for CC sales
- Airline should accept CC FOP in BSP
- Agent must get consent from Airline under TIP to use own card
- Agent must have PCI DSS compliance certification to enable CC as FOP.
- https://portal.iata.org/faq/s/faq-category?category=Travel&language=en_US&topic=PCI_DSS

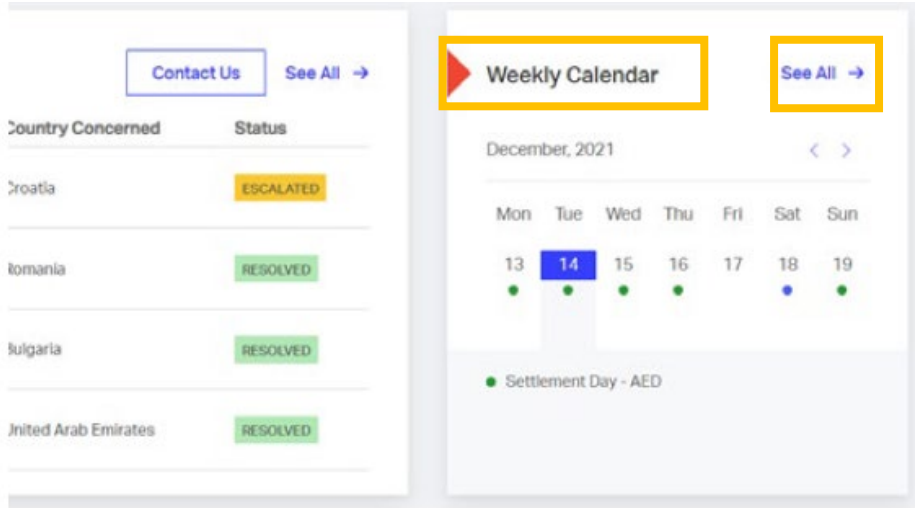
BSP remittance & procedures

BSP Calendar

Remittance Kit



How to download BSP Calendar from IATA customer portal



- On the next page, use the filter to select country, remittance, etc.
- Once downloaded in PDF, the calendar will have the below details:

Operational Calendar India-BSP International 2022

Period Code	Billing From	Billing To	Billing Availability	Remittance Frequency	Operation Currency	Remittance Day
20220101W	1 Jan 2022	7 Jan 2022	10 Jan 2022	4 times per month	INR	17 Jan 2022
20220102W	8 Jan 2022	15 Jan 2022	18 Jan 2022	4 times per month	INR	24 Jan 2022

Administrative Fees	Reinstatement Fee	150	150
Administrative Fees	Late Payment Fee	150	150
Administrative Fees	Interest charges on amount short paid when a payment plan is established	Not Applicable	2% over national bank rate times days outstanding
Administrative Fees	Minor Error Policy	150	150
Administrative Fees	Lack of compliance to report any of the changes within 30 days of occurrence	1,500	1,500
Administrative Fees	Late or failure to validate the agency details stored by IATA by the required date	250	250

3) BSP Agent Remittance Procedures

How to download Remittance Kit from the IATA Customer Portal

- Go to Support > Click Documents
- Inside the search box type 'Remittance Kit'
- Click on Arrow next to your country code to download the Remittance Kit

The screenshot displays the IATA Customer Portal interface. At the top, the navigation bar includes the IATA logo, 'CUSTOMER PORTAL', and links for 'Services' and 'Support'. The breadcrumb trail 'Home > Support > Documents' is highlighted with a yellow box. Below this, the 'Documents' section is active, showing 'All Documents' and 'My Bookmarks'. A search bar on the left contains the text 'REMITTANCE KIT|', also highlighted with a yellow box. The search results are categorized under 'Forms and Procedures (6)'. Two results are visible, both for 'IN_BSP Remittance Kit' in English. The download icons (represented by a downward arrow) for both results are highlighted with a yellow box. To the right of the screenshot is a black icon of an open door.



4) IATA EasyPay (IEP) – Overview

A new industry payment method:

- 'Pay-as-you-go' solution
- Alternative to cash and credit card form of payment
- Voluntary for agents to use
- Agent's can continue selling through Easy Pay, once RHC has been reached

Alternative
Payment
Method

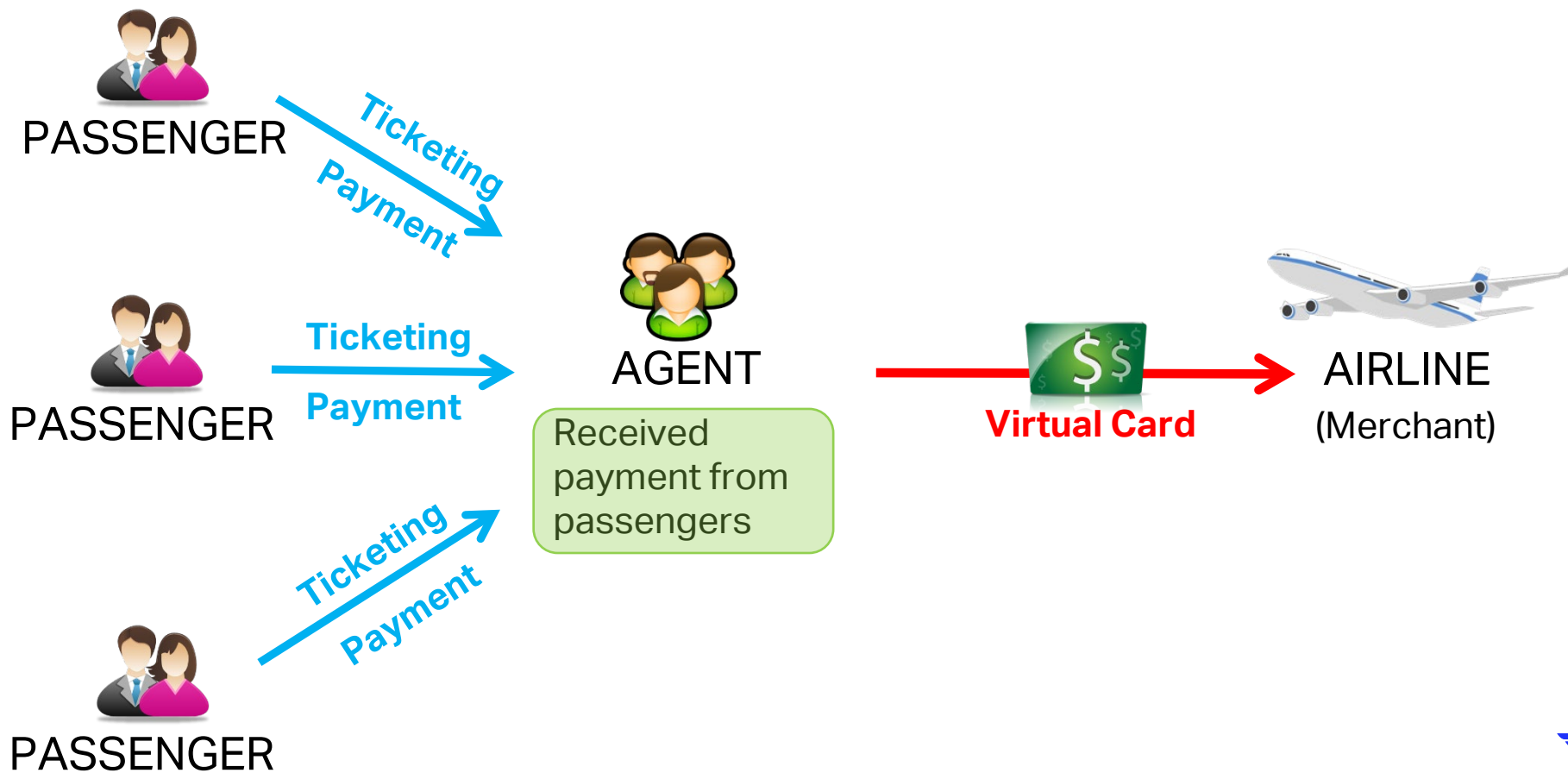
27 April 2023





4) IATA EasyPay (IEP) : Scenario through IATA IEP

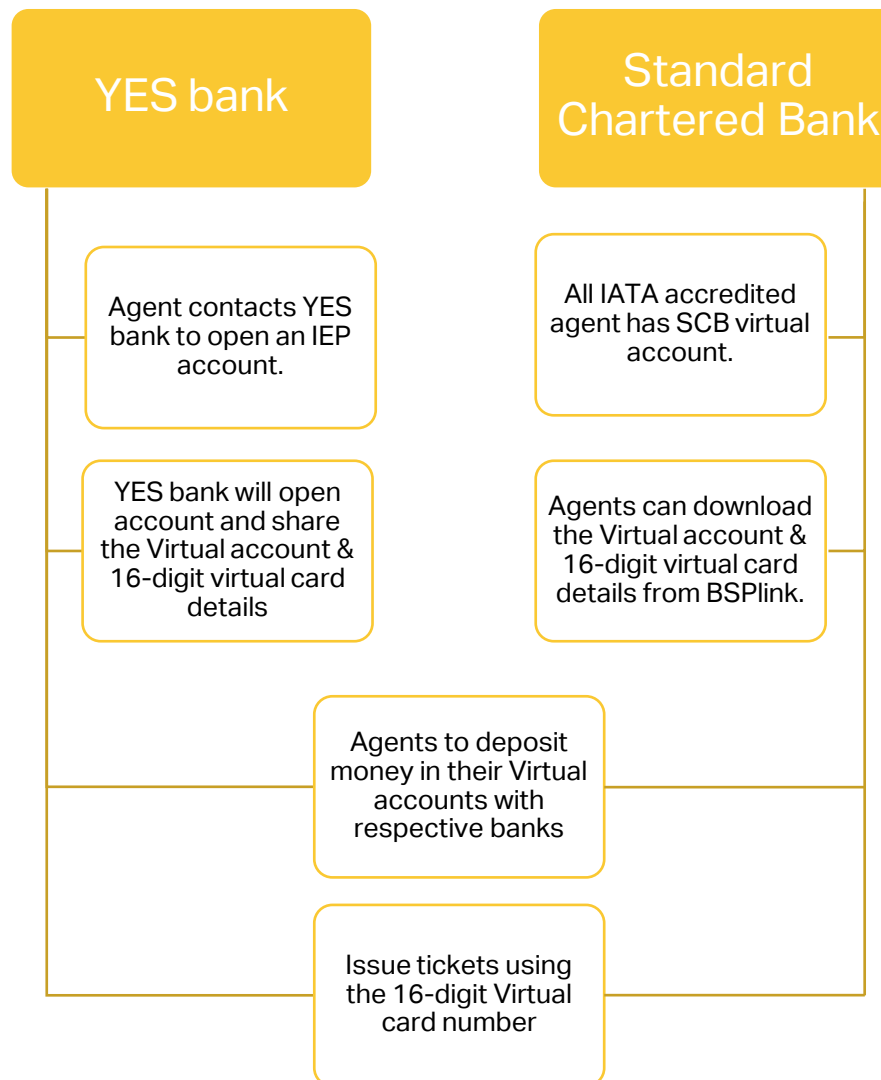
Alternative
Payment
Method





4) IATA EasyPay (IEP) – How to get started ?

Alternative
Payment
Method



27 April 2023





4) IATA EasyPay (IEP) – Bank details

YES Bank:

IATA EASY PAY

For opening of an IATA Easy Pay Account please contact **YES BANK** Contact person:

Neha Parab: Yes.Connected@yesbank.in, Tel: +91 96642 93944

Mr. Vipul Srivastava: vipul.srivastava1@yesbank.in , Tel: +91 98205 82209

Standard Chartered Bank:

Download the file from BSPLink

FILES

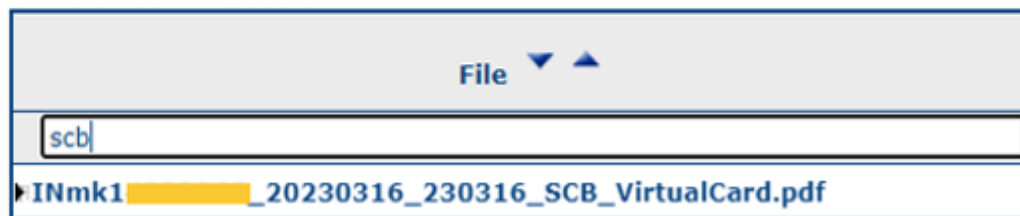
- Download
- Download Communications

BSPLINK AGENT GROUPS

GENERAL QUERIES

DOCUMENT QUERIES

Total Files Available : 70



Alternative
Payment
Method





Alternative
Payment
Method

4) IATA EasyPay (IEP) – Agent Billing Reports:

FCAGBILLSUMNG		AGENT BILLING SUMMARY NG							143 XXXX X - XX TRAVELS	
COMBINED										TOTALS
COMBINED TOTALS:	CASH	31,368,876	-4,121,883							
	CARD	9,529,165	-304,777							
	EASYPAY	1,589,435	0							
	TOTAL	42,487,476	-4,426,660	107,575	0	200,141	30,319	-105	27,124,213	1,139
#####	CASH	31,368,876	-4,121,883							
	CARD	9,529,165	-304,777							
	EASYPAY	1,589,435	0							
	TOTAL	42,487,476	-4,426,660	107,575	0	200,141	30,319	-105	27,124,213	1,139

- Can be downloaded from BSPlink
- Agent Billing Details – can be downloaded on a weekly basis
- Agent Billing Summary NG – can be downloaded on a weekly basis

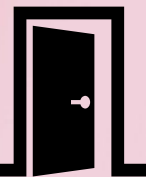
27 April 2023



Annual Revalidation Exercise (ARV)

- ARV is a yearly mandatory exercise that all travel agents must complete.
- Exercise period is usually in the 3rd Quarter (Jul-Sep)
- Timelines agent has 30 days to complete the exercise
- Non-submission by the timelines will lead to **Late Annual revalidation charges (USD 252)**
- Non-completion will trigger a Notice of Termination (NOT)

(If completed after NOT is served, a reinstatement fee of USD 152 will be charged)



Procedure for submitting the form

Scenario A:

Agent clicks on Confirm details are correct. He will be redirected to Step B, where he will be able to submit the information to IATA.

Scenario B:

Agent clicks on Update Details
A new form will be displayed. In each section of this form, the agent will be asked to confirm details or notify a change.

Important!

Problem:

If the agent clicks on "Update" button (for email or phone nr) but all details are correct, the system will display the error and won't allow to submit the update. ***Phone nr and email are not considered relevant information for ARV processes**

Solution:

Agent must click on Discard Update, and the system redirect him to the initial window, where he has to select the correct option - Confirm details are correct.

Administrative Fees	Reinstatement Fee	150	150
Administrative Fees	Late Payment Fee	150	150
Administrative Fees	Interest charges on amount short paid when a payment plan is established	Not Applicable	2% over national bank rate times days outstanding
Administrative Fees	Minor Error Policy	150	150
Administrative Fees	Lack of compliance to report any of the changes within 30 days of occurrence	1,500	1,500
Administrative Fees	Late or failure to validate the agency details stored by IATA by the required date	250	250

Annual Agency Fee Exercise



6) Annual Agency Fee Exercise



IATA 2023 Annual Fee Pricing Guide

- Invoices are sent to agents via BSPlink and email by the end of October every year
- Timeline to pay is 30 days from Invoices sent, i.e., around the End of November
- Non-payment by timelines leads to a risk event recorded against the agency, giving additional 30 days to pay
- Non-payment by the second deadline leads to a Notice of Termination (NOT) by the end of January.
(If paid after NOT is served, a reinstatement fee of USD 152 will be charged)
- Mode of payments – CC and Bank transfer

This guide aims to provide information on the pricing structure of the IATA Annual fee for different types of Accreditation/Customers.

1.1 IATA Accredited Travel Agents (GoLite & GoStandard)

The Annual fee for IATA accredited Agent is a combination of several fees:

- i. Head Office fee
- ii. Fee per Branch
- iii. Commissioner Fee
- iv. PAPGJC expense
- v. Certificate (if applicable)

Description	Currency	Price
Head Office annual fee (Small) – Up to 200,000 USD gross annual sales through BSP	USD	202.00
Head Office annual fee (Medium) Up to 2,000,000 USD gross annual sales through BSP	USD	354.00
Head Office annual fee (Large) More than 2,000,000 USD gross annual sales through BSP	USD	506.00
Annual Fee, per Branch 1-10 th	USD	101.00
Annual Fee, per Branch 11-25 th	USD	51.00
Annual Fee, per Branch 26+	USD	25.00
Commissioner Fee on HO/BR	USD	5.00
PAPGJC Travel Agent Representative Expenses on HO/BR	USD	2.50
Certificate - Physical	USD	25.00
*Certificate - Electronic	USD	25.00
Postage	USD	25.00

**E-Certificate will only be issued for the HE/HO Location. Additional E-certificate issuance for any AE/BR Location can be requested through the IATA Customer Portal.*

6) Annual Agency Fee Exercise

Payment Method and Terms:
Please indicate this document number 0096006079 when effecting payment:

1. Account name: International Air Transport Association
Account No: 8000014379680
Bank Name: Deutsche Bank AG Singapore Branch
Bank Address: One Raffles Quay, Level 17, South Tower, Singapore 048583
Bank SWIFT Code: DEUTSGSG

2. PAYMENT VIA CREDIT CARD - USD INVOICES ONLY
To pay by credit card, please login to our website www.iata.org/paymentlink, and fill in ALL the required details (including this invoice/order number).

Document date: 31.10.2022
Payment due date: 29.11.2022
Amount: 284.50
Currency: USD

Annual Fees 2023

Product	Description	Branch Tiers	Quantity	Unit Charge	Total
751464	Annual Fee - Passenger Head Office		1	202.00	202.00
751466	Annual Fee - Passenger Commissioner Fee		1	5.00	5.00
752911	Annual Fee-PAPGJC TravelAgentRepExp (HO)		1	2.50	2.50
753181	Annual Fee - E-Certificate Passenger		1	25.00	25.00
753291	Annual Fee - Postage - Passenger		1	25.00	25.00
751472	Annual Fee - Passenger Certificate		1	25.00	25.00

Total Amount Before Tax: 284.50
Total Tax: 0.00
Total Annual Fee Amount: 284.50

Any applicable VAT, GST or Sales Tax must be self-assessed by the customer.

Q&A

Thank You

