IATA TRAVEL AGENT
APPLICATION GUIDE
United Kingdom
CHECK LIST

Please note that as of 5 April 2016 all new Head Office / Branch / Branch Abroad / Specific Sales Activity (SA) applications should only be submitted via IATA customer portal at www.iata.org/cs. In case you are not a portal user (https://portal.iata.org/ISSP_Login) you need to register and then use the dedicated service “IATA Accreditation”. Before applying for a Branch Abroad in a country other than where your Head Office is located, please verify this is permitted by local law and the regulations of the country you are seeking to operate in.

*Important! Please note that IATA may request any additional documentation during the Application/Change process that might be considered necessary to meet the qualifications.

Head Office/ Branch Abroad (Traditional or Online)

Instructions and special requirements in order to become an IATA Accredited Agent:

- Application Form submitted by authorized signatory on behalf of company
- Official certificate of company registration (where applicable)
- A copy of the Passport/ID-card for every shareholder/owner
- A copy of the Article of incorporation
- Bank Mandate – please see template and instructions in this guide
- Bank letter with full bank account details - please see template and instructions in this guide
- Financial statements – Annual accounts must be provided by the agency, they must be audited and no more than six months old – newly formed companies that have traded for less than 12 months must submit an opening balance sheet, certified by a statutory auditor. Sole traders, partnerships and UK registered limited companies, that meet the conditions for exemption from audit as a small company as defined by the UK Companies Act, may submit certified accounts, provided that (i) the certification is issued by an independent reporting accountant (see Note 1 of the Local Financial Criteria) and (ii) the Agent settles its BSP liabilities four times monthly, according to the published BSP Reporting Calendar. The membership confirmation of the accountant must be provided
- Bank Guarantee/Insurance Bond - the level and mandatory sample text will be advised after receipt of the financial statements
- A copy of the signed GDS contract
- Completed UK Money Laundering Legislation Form for every staff member and shareholder/owner/director (please see instructions below)
- Photos of the interior and exterior of the Travel Agency location, high resolution, colour or black-and-white. The photos need to be current.
- Specifications of the security system installed
- Sample of Travel Agency’s letterhead indicating the Agency’s working hours
- Copy of CVs of staff member plus Training Certificate or Diploma indicating or certifying the Travel Agency’s personnel’s ability to issue tickets through a GDS.
- Copy of the Rental/Lease Agreement of the Agency’s business premises (home-based premises are not accepted) including premises plan and the most recent utility bill. If the applicant owns the business premises the certificate of ownership must be provided.

**Important!** For documents with multiple pages please ensure that all pages are scanned into one document before uploading it.

### Branch (Traditional or Online)
Instructions and special requirements in order to apply for a branch location:

- Application Form submitted by authorized signatory on behalf of company
- Official certificate of company registration (where applicable)
- A copy of the Passport/ID-card for every shareholder/owner
- A copy of the Article of incorporation
- Bank Mandate – please see template and instructions in this guide (if a different bank account is to be used for settlement of branch sales)
- Bank letter with full bank account details - please see template and instructions in this guide
- A copy of the signed GDS contract
- Photos of the interior and exterior of the Travel Agency location, high resolution, colour or black-and-white. The photos need to be current.
- Specifications of the security system installed

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### Specific Sales Activity (SA)

- Specific Sales Activity Application Form signed by an authorized person of the Agency
- Bank Mandate – please see template and instructions in this guide (if a different bank account is to be used for settlement of sales activity)
- Bank letter with full bank account details - please see template and instructions in this guide
- A copy of the signed GDS contract

**Important!** For documents with multiple pages please ensure that all pages are scanned into one document before uploading it.

### CONTACT DETAILS

PLEASE RAISE YOUR CASE VIA OUR CUSTOMER PORTAL

[WWW.IATA.ORG/CS](http://WWW.IATA.ORG/CS)
FEES

DIRECT DEBIT COMPLETION

Please find on the following page the Direct Debit mandate.

- The bank account should be set up in the Legal Name of the agency and must be with a UK registered bank.

- Complete the mandate with the account details. An authorised signatory for the account must sign it.

- At least 30 days notice must be given to IATA if you change your bank details for a new Direct Debit instruction to be set up.

Please send the original mandate to our Accreditation Department. The mandate will be sent to the bank once received and set up in the IATA systems. The address to send this to is:

<table>
<thead>
<tr>
<th>IATA Accreditation Department</th>
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</thead>
<tbody>
<tr>
<td>Torre Europa</td>
</tr>
<tr>
<td>Paseo de la Castellana, 95</td>
</tr>
<tr>
<td>28046 Madrid</td>
</tr>
<tr>
<td>Spain</td>
</tr>
</tbody>
</table>

If you require any further details on this or any other matter please raise your case via our web portal [www.iata.org/europe/cs](http://www.iata.org/europe/cs) and a customer service representative will be happy to assist.
Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to: International Air Transport Association Accreditation Department Torre Europa, 5th Floor Passeo de la Castellana, 95 28046 Madrid Spain

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

Reference

IATA LOCAL HINGE

IATA CODE:

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DO1 5/15

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit IATA BSP will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request IATA BSP to collect a payment confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by IATA BSP or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when IATA BSP asks you to
  - You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.
We (Bank’s name) hereby confirm to IATA that the agent (Agent’s legal name) holds the following bank account (bank account details) and sort code (sort code) to be set up for direct debit purposes in favour of IATA.

____________________________________
Date and Place

____________________________________
Signature of bank representative and stamp
APPLICANTS FOR IATA ACCREDITATION

UK MONEY LAUNDERING LEGISLATION

Applicable to new Applicants and changes of ownership for IATA Accredited Agents.

To comply with UK Money Laundering legislation, IATA is required to obtain and keep on file, proof of identity of an Applicant for IATA Agency Accreditation. Such identity is required for:

**New applicants** - the owners/shareholders/directors and every staff member

**New owners of existing Agents**, where a change of control of the company has taken place - the Sole Trader or Partners with equal control or the major shareholder or the major shareholder of a wholly owned company.

To comply with these requirement, please do the following:

1. Make a clear copy of the information page(s) (which includes the photograph and signature of the passport of the person(s) above

2. The Passport Holder must sign the copy of his/her Passport

3. The Passport Holder should complete and sign the attached Certification Statement together with a copy of a utility bill (gas, water, electricity) and staple it to the copy of his/her passport

4. The statement should be signed by an independent professional (e.g. bank manager, auditor)

5. Submit the documents above with your Application for IATA Accreditation or Change of Ownership
# UK MONEY LAUNDERING FORM

**APPLICANTS FOR IATA ACCREDITATION**

**UK MONEY LAUNDERING LEGISLATION**

Certification Statement

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td></td>
</tr>
<tr>
<td>Agency Name</td>
<td></td>
</tr>
<tr>
<td>Agency IATA Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
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<tr>
<td>Date of Issue</td>
<td></td>
</tr>
<tr>
<td>Signature of the Passport Holder</td>
<td></td>
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</table>

I certify that the copy of the passport attached to this Certification Statement is a true copy of the Document detailed above.

Signature: ........................................................................

Name of the Signatory: ...................................................................

Title: ..........................................................................................

Institution: .................................................................................

Date: .................................................................