



Terms and Conditions of IATA Clearing House Airline Membership

Non-IATA Member Airline

ICH Manual, Part A, Regulation 4 (b)

Membership in the Clearing House is open to any non-IATA air carrier unless the applicant is using the operating licenses and assets of a suspended Member, or of a former Member, whose membership in the Clearing House has been terminated, without having settled all amounts owing by such Member, or former Member, to the Clearing House, subject to the following conditions:

- (i) the application for membership by a non-IATA air carrier shall be made on the Form of Application for Membership set out at Appendix "A" to these Regulations;
- (ii) except where the non-IATA air carrier participates in at least three BSPs (or for cargo-only airlines, CASSes), its application for membership shall require the approval of the Clearing House Panel and the Clearing House Manager may, at his or her discretion, provide application and financial information submitted by the applicant to the Clearing House Panel for review to assess the air carrier's application;
- (iii) if the non-IATA air carrier's application for membership is not approved by majority decision of the Clearing House Panel, it may appeal the decision to the Financial Committee;
- (iv) the Clearing House Panel and the Clearing House Manager may, at their discretion, attach terms and conditions to the non-IATA air carrier's membership of the Clearing House in the event that they determine that such non-IATA air carrier's trading history or lack of participation in BSP or CASS warrants the attachment of terms and conditions, and such terms and conditions may include, without limitation, the provision of further security by that non-IATA air carrier; and
- (v) subject to paragraph (vi) below, the non-IATA air carrier shall be a party to at least one of the IATA Multilateral Interline Traffic Agreements and shall undertake to adhere to all IATA Traffic Conference agreements applicable to participation in the IATA Multilateral Interline Traffic Agreement(s) to which it is a party, if any; and
- (vi) if the non-IATA air carrier does not participate any IATA Multilateral Interline Traffic Agreement, the following additional conditions apply:
 - (A) the non-IATA air carrier shall have and maintain an official airline designator established in accordance with IATA Resolution 762 and a three-digit airline code number, both of which shall be assigned by IATA or Airlines for America (A4A). The code number assigned to a non-IATA carrier, shall be printed as the first three digits of the document number on all interline accountable passenger traffic documents issued by that carrier;
 - (B) the non-IATA air carrier shall have and maintain at least one interline traffic agreement with any Airline Member with which it wishes to settle through the Clearing House;
 - (C) traffic documents used by the non-IATA air carrier must conform to the applicable IATA Resolutions for such documents; and
 - (D) billing of amounts payable pursuant to such interline traffic agreement shall be in accordance with the rules contained in the Revenue Accounting Manual as amended from time to time.

Annual Membership Service Charges and Fees

Service fees will be assessed against Non-IATA Member Airlines as outlined in ICH Procedure 11(a)(i).



Checklist of requirements for IATA Clearing House Airline Membership

Non-IATA Member Airline

- Participation in Simplified Invoicing and Settlement (SIS).** Information available at: <https://www.iata.org/services/finance/sis/Pages/airlines.aspx>

Please provide:

- ✓ Signed ISPA
- ✓ Super User document

- Company Status**

Proof is required that the non-IATA Member is a registered company and legitimate business, as follows:

- (a) Notarised copy of company registration details with certified English translation, together with list of registered owner(s) and percentage(s) of ownership

- Other Required Documents;**

- (a) One (1) letter of recommendation from an IATA Member airline who are also a Member of the Clearing House.

- Company's most recent Audited Financial Report**

- PART 1: Non-IATA Member Airline Application for membership to the IATA Clearing House**

- PART 2: Company's bank account details**

Banking instructions include the details with regards to bank name, bank branch, account number etc. Two (2) signatures are required for initial set up. Banking Signatories for this purpose are;

- (a) **Chief Financial Officer;** and one of the following
- (b) Company Secretary;
- (c) Chief Executive Officer;
- (d) General Counsel;
- (e) Board Member or Senior officer mentioned by name and position in an official company document such as an annual report.

- PART 3: Contact information for your company**



IATA Currency of Clearance and Settlement – Form attached

Standing and Security Deposits

As per IATA Clearing House Manual Regulation 41(b) – The IATA Clearing House requires that a standing deposit of USD5,000 be deposited to the IATA Clearing House Standing Deposit account. In accordance with ICH Regulation 4(b)(iv) all Passenger applicants must post a USD100,000 Security Deposit and Cargo applicants a USD25,000 Security Deposit in addition to the Standing Deposit.

All relevant details regarding IATA Clearing House Deposit account are as follows.

Please note that once the relevant ICH Membership documents have been received the ICH Membership Manager will dispatch an invoice concerning the Deposits.

BARCLAYS BANK PLC
1 Churchill Place
LONDON, Greater London
E14 5HP
United Kingdom
SWIFT Code: BARCGB22
Sort Code: 200000
Bank Account No.: 69045011
IBAN: GB19 BARC 2000 0069 0450 11
Beneficiary: IATA CLEARING HOUSE

VAT or GOVERNMENT TAX IDENTIFICATION NUMBER

INTEGRATED SETTLEMENT - FEE INVOICING SCHEDULE



IATA CLEARING HOUSE FORM OF APPLICATION

1. Name of Organisation: (hereinafter called the Applicant)

Address:

E-mail:

hereby apply to join the IATA Clearing House with effect from:
for a minimum period of 12 months.

CURRENCY OF CLEARANCE

2. Currencies of Clearance for invoicing between Members are the USD, GBP and EUR. Each Member shall choose any one of these currencies accepted by the Clearing House Manager for Clearance and shall notify the Clearing House Manager of that choice; such notice shall remain in effect for at least twelve (12) months. A Member may from time to time change its chosen currency by giving three (3) months written notice to the Clearing House Manager, provided that such notice of change of currency shall remain in effect for at least twelve (12) months. The Clearing House Manager shall promptly notify all Members of the selected currency of Clearance and changes there to.

STANDING DEPOSIT

3. The Applicant undertakes to remit on demand an initial contribution to the Standing Deposit Account of USD5,000 and such additional contributions as may be requested from time to time by decision of the Director General in consultation with the Financial Committee.

REGULATIONS

4. The Applicant agrees that the Regulations (of which a copy is attached hereto) in their present form or as they may from time to time be altered or amended and all rules or directions from time to time made or given in pursuance thereof shall be binding on the Applicant and shall be deemed to constitute a contract between the Applicant and IATA and every other member for the time being of the Clearing House.

PRE-MEMBERSHIP DEBTS

5. The Applicant agrees that members of the Clearing House may include in the second clearance in which the Applicant participates their unpaid claims against the Applicant referring to pre-membership transactions, unless otherwise agreed between the Applicant and the member having the claim.

NON-IATA CARRIERS

6. For non-IATA carriers, the following applies additionally:

(A) The Applicant encloses:

- a) completed questionnaire applicable to non-IATA carriers;
- b) letters of recommendation by two IATA Members of the Clearing House;
- c) certified copy of its balance sheet and profit and loss statement for the most recent period.
- d) notarised copy of AOC or MITA Agreement (unless previously recorded by IATA Coding department).
- e) notarised copy of company registration details with certified English translation (where appropriate).

(B) The Applicant hereby agrees:

- a) to adhere to all IATA Conference agreements applicable to participation in the IATA Multilateral Interline Traffic Agreement to which it is a party and to the procedures relating to compliance with such Conference agreements;
- b) to pay a fee for the use of the Clearing House services in such amounts and in accordance with such conditions as may be prescribed under the IATA Clearing House Regulations.

INITIAL APPLICATION FOR MEMBERSHIP

Two signatures are required. Authorised officers for this purpose are:

- (a) Chief Financial Officer (CFO);
- (b) Company Secretary;
- (c) Chief Executive Officer (CEO);
- (d) General Counsel;
- (e) Board member on IATA's records; and
- (f) Any current senior officer who is mentioned by name in his or her company position in an official company document such as an annual report.

These form the ultimate approval authorities for any actions with regard to the ICH.

(Signature)

Title:

Name:

Date:

(Signature)

Title:

Name:

Date:



The member banking details are to be used by the IATA Clearing House for the purpose of making payment to a member that is in a receiving position "Balance Due from ICH" once a clearance period has been finalized.

Bank Name	
Bank Address	
City	
State	
Postal code	
Country	
Bank Account	
Sort # / ABA	
SWIFT	
IBAN <i>(for EUR and GBP)</i>	
Routing / Bank Code	
Branch / Transit	
Beneficiary Name	
<i>Intermediary Bank (optional)</i>	
<i>Bank Name</i>	
<i>Account Number</i>	
<i>SWIFT</i>	

1

(Signature)

2

(Signature)

Title: Chief Financial Officer

Title:

Name:

Name:

Date:

Date:

IATA Clearing House - List of additional individuals authorised to amend Member bank account details

Member name:
Account code :

Attach copy of ID or Passport for each authorised signatory

Name	Title	Signature	Passport copy attached?

Approval signatures

Chief Financial Officer

Name:

Date:

Title:

Name:

Date:



IATA Clearing House - Primary Contact

ICH Primary Contacts will receive copies of all ICH communications including Circulars, system changes, requests for information or confirmation, and acknowledgements of changes to instructions and officers, and:

- (a) If there is one Primary Contact, such Primary Contact is to be nominated by those two signatories of this application form; **and**
- (b) If the nominated Principal Contact is the CFO, a second Principal Contact must also be nominated.

Nominated ICH Primary Contact

Salutation:	
Name:	
Position:	
Address:	
Address:	
Telephone:	
Fax:	
E-Mail:	

Second ICH Primary Contact

(only required if the above nominated ICH Primary Contact is also CFO)

Salutation:	
Name:	
Position:	
Address:	
Address:	
Telephone:	
Fax:	
E-Mail:	



IATA Clearing House – Financial Contacts

Each Company should have two (2) designated Financial Contacts to allow the ICH Finance team to have a point of contact in case of issues relating to payment or settlement with the ICH.

Primary Financial Contact

Salutation:	
First Name:	
Last Name:	
Position:	
Telephone:	
Fax:	
E-Mail:	

Secondary Financial Contact

Salutation:	
First Name:	
Last Name:	
Position:	
Telephone:	
Fax:	
E-Mail:	

VAT / GOVERNMENT TAX IDENTIFICATION NUMBER: _____



IATA Clearing House – System Notifications

The ICH system sends the following notifications;

- (a) Advice Day Message – contacts receive the balance due to or due from ICH for the current clearance period.
- (b) Claim Confirmation – contacts receive a confirmation of the claim submission amount for the current clearance period.
- (c) Clearance Initialization – contacts receive a notice of when the next clearance period is open.

Contacts for system notification messages

Contact 1		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Contact 2		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Contact 3		Advice	Claim	Initialization
Salutation:				
Name				
Position:				
Telephone:				
Fax:				
E-Mail:				

Note: following initial set up of contacts by the ICH, changes will be managed by the Member in SIS



IATA Clearing House – Currency of Clearance Selection

ICH Manual Regulation 13

The Clearing House standard currencies of Clearance (and, for the avoidance of doubt, for invoicing between Members), shall be the USD, the GBP and the EUR. Each Member shall choose any one of standard these standard currencies or such other currency as may be accepted by the Clearing House Manager for Clearance from time to time, and shall notify the Clearing House Manager of that choice; such notice shall remain in effect for at least twelve months. A Member may from time to time change its chosen currency by giving three months prior written notice to the Clearing House Manager, provided that such notice of change of currency shall remain in effect for at least twelve months. The Clearing House Manager shall promptly notify all Members of the selected currency of Clearance and changes thereto.

Currency of Clearance (SELECT ONE)

GBP Currency of Clearance (Zone A)

USD Currency of Clearance (Zone B)

EUR Currency of Clearance (Zone D)

ICH Manual Regulation 14

Clearances shall be effected in USD, except that Clearance between Members who have both chosen GBP or EUR under Regulation 13 shall be in GBP or EUR respectively as applicable. All claims will be submitted by Members in the applicable currency of Clearance. Members may choose a currency of Clearance other than USD, GBP or the EUR as may be agreed and made available by the Clearing House from time to time, the Clearing House to charge such Members a service fee in that regard.

Table of Clearance Currency

Zone of Billing Member	Zone of Billed Member		
	A	B	D
A	GBP	USD	USD
B	USD	USD	USD
D	USD	USD	EUR

Note:

Miscellaneous charges not billed in the applicable Currency of Clearance (in local currency) shall be converted to the applicable Currency of Clearance using the applicable Five Day Rates. See ICH Manual Regulation 16 for more details.

IATA Clearing House Currency of Settlement Selection

ICH Manual Regulation 18

Currencies of settlement are the currencies in which Members are required to settle balances due by them to the Clearing House, or in which they receive settlements from the Clearing House of balances due to them. The currencies of settlement (subject to Regulation 19) are USD, GBP, EUR, and any other currency as may be accepted and made available by the Clearing House Manager from time to time under Regulation 14, applicable as follows: Settlements by or to such Members will normally be made in the applicable currency of Clearance. Any Member may, however by giving three months prior written to the Clearing House, choose USD, GBP EUR, or any other currency as may be accepted and made available by the Clearing House Manager from time to time under Regulation 14 as the currency of settlement for its transactions. Such notice shall remain in effect for at least twelve months.

If the **GBP** (Zone A) has been selected as the Currency of Clearance above the following three options are available for the Currency of Settlement (**SELECT ONE**):

Entirely in GBP; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone B, C and D in USD would be converted into GBP using the exchange rate on Advice Day and Zone A GBP would remain the GBP amount submitted into clearance, therefore arriving at one GBP payable or receivable amount.

Entirely in USD; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zones B, C and D in USD remain the USD amount submitted into clearance and Zone A GBP would be converted into USD on ADVICE DAY, using the exchange rate on Advice Day, therefore arriving at one USD payable or receivable amount

In GBP with respect to balance with other Zone A members and in USD with respect to all other zones; therefore amounts submitted into clearance (in the currency of clearance) would be settled exactly as reported, thus is arriving at one USD payable or receivable amount and one GBP payable or receivable amount

If the **USD** (Zone B) has been selected as the Currency of Clearance above the following three options are available for the Currency of Settlement (**SELECT ONE**):

Entirely in USD; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B, C and D in USD be remain as reported in USD therefore arriving at one USD payable or receivable amount

Entirely in EUR; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B, C and D in USD would be converted into EUR using the exchange rate on Advice Day, therefore arriving at one EUR payable or receivable amount

In EUR and USD; amount submitted into clearance in USD for a specific Group (A, B, or D) for which your company wishes to receive EUR, the USD amount would be converted to EUR on ADVICE DAY, using the banking rate of the day, thus is arriving at one USD payable or receivable amount and one EUR payable or receivable amount.

If the **EUR** (Zone D) has been selected as the Currency of Clearance the following three options are available for the Currency of Settlement (**SELECT ONE**):

Entirely in EUR; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zone A, B and C in USD would be converted into EUR using the exchange rate on Advice Day and Zone D EUR would remain the EUR amount submitted into clearance, therefore arriving at one EUR payable or receivable amount.

Entirely in USD; therefore on Advice Day the charges submitted into clearance (in the currency of clearance) for Zones A and B in USD remain the USD amount submitted into clearance and Zone D EUR would be converted into USD on ADVICE DAY, using the exchange rate on Advice Day, therefore arriving at one USD payable or receivable amount

In EUR with respect to balance with other Zone D members and in USD with respect to all other zones; therefore amounts submitted into clearance (in the currency of clearance) would be settled exactly as reported, thus is arriving at one USD payable or receivable amount and one EUR payable or receivable amount



Integrated Settlement - Fee Invoicing Schedule

Simplified Interline Settlement

Signatories to the Integrated Settlement Participation Agreement (ISPA) are subject to the fees outlined in [Attachment A](#) of that agreement for their participation and use of the Simplified Interline Settlement service.

The following schedule will be followed in regards to invoicing for the service.

Quarter	Annual IS Flat Fee	IS Transaction Fee
1 st Quarter Fees	P4 January	P4 April
2 nd Quarter Fees	P4 April	P4 July
3 rd Quarter Fees	P4 July	P4 October
4 th Quarter Fees	P4 October	P4 January

IATA Clearing House

Pursuant to Regulation 40 (b) and Procedure 11, service fees will be assessed against ICH participants whenever applicable

The following schedule will be followed in regards to invoicing for:

Fees	Collection Period
Fixed	P4 January
Variable 1 st Half	P4 July
Variable 2 nd Half	P4 January (the following year)
Late Reporting 1 st Quarter	P1 April
Late Reporting 2 nd Quarter	P1 July
Late Reporting 3 rd Quarter	P1 October
Late Reporting 4 th Quarter	P1 January (the following year)