

RESOLUTION 800a**APPLICATION FORM FOR ACCREDITATION AS AN IATA PASSENGER SALES AGENT**

- △ PAC1(54)800a(except USA) Expiry: Indefinite
PAC2(54)800a Type: B
PAC3(54)800a

RESOLVED that, the following standard form shall be used in connection with the Passenger Sales Agency Rules.

APPLICATION FORM FOR ACCREDITATION AS AN IATA PASSENGER SALES AGENT

The information requested below is required by IATA to assist in determining the eligibility of the applicant for inclusion on the IATA Agency List. Type or print clearly the answers to all questions on this form. Where additional space is required, or where you wish to supplement your answer and there is insufficient space, attach to this form additional sheets containing the data. Retain a copy of this application for your permanent records at the agency location.

Note: A separate form is required for each agency location for which approval is sought.

Section 1—Identification of Agency Location for which Approval Requested

- 1.1 Legal name:
- 1.2 Trade name, if different from 1.1 above:
- 1.3 Full address, mobile and telephone number of the office for which application for approval is made:
- 1.4 If registration and/or licence is required by law in your country, give:
- 1.4.1 the trade registration or licence number of the agency;
- 1.4.2 the date this was granted;
- 1.4.3 Attach a copy of the official certificate of registration and/or licence.
- 1.5 Date on which the office for which approval is sought opened as a travel agency.

Section 2—General Information

- 2.1 Is approval sought as:
- 2.1.1 a Head Office Location: Yes No

2.1.2 a Branch Office Location of an IATA Accredited Agent:

Yes No

If Yes:

2.1.2.1 give name, address, telephone number, e-mail address and IATA Numeric Code of IATA Approved Head Office

2.1.2.2 Is the Branch Office:

wholly owned by this Head Office: Yes No

wholly managed by this Head Office: Yes No

2.1.2.3 Is this application for an On-line Agency?

(issuing only Electronic Tickets) Yes No

2.2 Specify legal status:

sole proprietorship

partnership

limited liability company

other (describe)

2.3 If your travel agency is owned by an organisation other than the Head Office mentioned above, answer the following with respect to the parent organisation:

2.3.1 What is its legally registered name and address?

2.3.2 What is the principal business of this organisation?

Section 3—Financial Information of Business Entity

Specify as applicable:

3.1 Registered capital:

3.2 Paid-up capital:

3.3 Minimum paid-up capital required by the law of your country:

3.4 VAT number:

3.5 Attach a copy of your current financial statements including balance sheet and profit and loss account certified by a chartered, certified public or certified general accountant.

3.6 E-mail address(es) of the financial assessment contact(s)—up to three email addresses can be provided:

Section 4—Business Entity of Agency

4.1 If **SOLE OWNER**:

Name:

Address, Telephone Number, Fax Number and E-mail Address:

% of time devoted to the agency business:

△ 4.2 If **PARTNERSHIP** (Note that each partner must sign this application form):

Name(s) and Title(s) of Partner(s):

Address(es), Telephone Number(s), Fax Number(s) and E-mail Address(es):

% of time devoted to the agency business:

Financial Interest %:

4.3 If **CORPORATION**:

4.3.1 When and where incorporated:

4.3.2 Names of Shareholders¹

Addresses, Telephone Numbers, Fax Numbers and E-mail Addresses:

% of time devoted to the agency business:

Financial Interest % (i.e. shareholding):

4.3.3 Name(s) and Titles of Directors and Officers:

4.4 If **NONE OF ABOVE APPLIES**, fully describe the type of business entity, when and where organised and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address, telephone numbers, fax numbers and e-mail addresses and percentages of their time devoted to the agency business.

Section 5—Details of Owners and Managers of Agency

5.1 Attach a list setting forth the names of owners and managerial personnel giving details as follows:

5.1.1 Name

5.1.2 Position or title:

5.1.3 Date joined agency location for which approval is sought:

5.1.4 Name of previous employer(s) and address(es). If previous employer(s) were travel agents, indicate if IATA accredited or not:

5.1.5 Date(s) of previous employment (month/year):

¹ Except where your organisation is a legal entity whose shares are listed on a securities exchange or are regularly traded in an 'over-the-counter' market.

5.1.6 Position(s) held during previous employment:

5.2 If any of the questions below are answered in the affirmative, give the name(s) of the agency or agencies and location(s) involved, the relationship of the individual(s) with the agency or agencies, the date of the bankruptcy or default and all pertinent details:

5.2.1 Have you, or any partner, officer, director, manager or any individual having authorization to act and sign on behalf of any such firm, partnership, association or corporation at any time been a director or had a financial interest or a position of management in an IATA Agent which has been removed from the IATA Agency List or which is under notice of default and still has outstanding commercial debts?

Yes No

Section 6—Premises of Agency Location for which Approval Requested

6.1 Are the premises located at an airport:

Yes No

6.2 Describe the means by which the premises are identified as a travel agency:

6.3 If an Online Agent specify URL address.

Section 7—Security of Traffic Documents

Applicants will be required to provide evidence at the time of inspection that they meet the requisites for Traffic Document security, as advised by the Agency Administrator or the Secretary of the Agency Investigation Panel.

Section 8—Other Information

8.1 Is the agency a General Sales Agent for any IATA or non-IATA airline?

Yes No

If yes, specify:

8.1.1 Name(s) of airline(s):

8.1.2 Scope of operation:

8.1.3 GSA territory:

8.2 Provide the names of individuals authorised to sign, on behalf of the applicant, documents which relate to the day-to-day operation of the travel agency:

8.3 Submit in accordance with the attached format, a statement of your current international air passenger transportation sales.

8.4 If approved as an IATA Agent, what do you estimate will be the gross amount of international air transportation sales of IATA carriers at the location for which approval is requested:

8.4.1 in your first year?

8.4.2 in your second year?

8.5 Is your agency an IATA Registered Cargo Agent?

Yes No

If so, name under which it is registered:

IATA Numeric Code:

8.6 Attach a sample of your agency's letterhead.

8.7 Please indicate the GDS with which you have signed a contract:

8.8 Please indicate the banking details (IBAN, SWIFT and Bank Account) for which approval is requested:

8.9 Full name and e-mail address of the ISS Portal Administrator:

I hereby certify that the foregoing statements (including statements made in any attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorised by the organisation identified in the answer to 1.1 above to make these statements and file this document.

It is hereby agreed that this application shall become a part of every Sales Agency Agreement signed with Members of IATA for the sale of international air passenger transportation, and as such, all information contained herein will be treated as confidential (excluding the information contained in Section 1). Notwithstanding the foregoing, the applicant authorizes IATA and represents that it has obtained meaningful consent of each individual listed in this application to use and process the information contained in Sections 2.1.2.2, 2.2, 4, 5.1.1 and 5.1.2, in order to produce and distribute databases to be used by travel industry participants.

The applicant hereby expressly waives any and all claims, causes of action or rights to recovery and agrees to indemnify and hold harmless IATA or any of its Members, their officers, employees, agents or servants, for any loss, injury or damage based upon libel, slander or defamation of character by reason of any action taken in good faith pursuant to this application, including but not limited to a notice of disapproval.

The Applicant understands and agrees that if the application for accreditation as an IATA Agent is disapproved, he will not claim any commission, remuneration or compensation for the sale of air transportation over the services of any IATA Member during the period the application was under consideration.

The applicant understands and agrees to pay the application, entry and annual fees, in the amounts determined by the Conference in consultation with the Director General, and as advised by the Agency Administrator, for inclusion and retention on the Agency List. If the application is rejected, the entry and initial annual agency fees shall be returned to the applicant.

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(Name of Applicant/Sole Owner)

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(Signature)

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(Title)

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(Country)

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(Date)

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(Name of Partner)

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(Signature)

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(Title)

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(Country)

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(Date)

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(Name of Partner)

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(Date)



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(Name of Partner)

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(Signature)

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(Title)

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(Country)

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(Date)

GOVERNMENT RESERVATIONS

UNITED STATES

In Order 73-8-115 dated 23 August 1973, the Civil Aeronautics Board approved Resolution 810q (except USA) (now 800a) subject to the condition that such approval shall not extend to agencies located in the United States.
