



IATA TRAVEL AGENT APPLICATION GUIDE PAKISTAN

All Documents Must Be Color

SOLE PROPRIETOR:

Valid Travel Agent License issued by Department of Tourist Services. The validity of the Travel Agency license must be 2 Years Old and at least 6 month from the date of Application for IATA Accreditation.

1. Photo & NIC copy of the Sole Proprietor

2. Please provide proof of employment of competent and qualified employees with ✓ the ability to sell international air transportation and issue electronic travel documents and report to the BSP. (Employment letter and/or GDS/Airlines Ticketing Certificate)



3. Photographs of premises: exterior with clear signboard / interior of the Travel Agency location. (Maximum 4 photographs showing clear signboard, exterior and interior of the travel agency location)

4. Sample of Company Letterhead 70 Pages

5. Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules, Auditors/Directors Report and Notes to Account (not more than ten (10) months old at the time of submission of the Application for IATA Accreditation.)

6. National Tax Number (NTN) Certificate with correct Travel Agency Legal Name, location address and National Tax number. The details in the National Tax Number (NTN) Certificate must be exactly the same as the details in your Agency Travel Agent.

7. Bank Account Certificate the name of company.

PARTNERSHIP:

Valid Travel Agent License issued by Department of Tourist Services. The validity of the Travel Agency license must be 2 Years Old and at least 6 month from the date of Application for IATA Accreditation.

1. Photo & NIC copy of the Managing Director /Director
2. Partnership Deed / KPK Form H / for Punjab and ISB Form C
3. Please provide proof of employment of competent and qualified employees with the ability to sell international air transportation and issue electronic travel documents and report to the BSP. (Employment letter and/or GDS/Airlines Ticketing Certificate)



4. Photographs of premises: exterior with clear signboard / interior of the Travel Agency location. (Maximum 4 photographs showing clear signboard, exterior and interior of the travel agency location)
5. Sample of Company Letterhead 70 Pages
6. Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules, Auditors/Directors Report and Notes to Account (not more than ten (10) months old at the time of submission of the Application for IATA Accreditation.)
7. National Tax Number (NTN) Certificate with correct Travel Agency Legal Name, location address and National Tax number. The details in the National Tax Number (NTN) Certificate must be exactly the same as the details in your Agency Travel Agent.
8. Bank Account Certificate the name of company.

PRIVATE LIMITED COMAPANY:

Valid Travel Agent License issued by Department of Tourist Services. The validity of the Travel Agency license must be 2 Years Old and at least 6 month from the date of Application for IATA Accreditation.

1. Photo & NIC copy of the Managing Director /Director
2. Official Certificate of Company Registration

3. Article & Memorandum of Association.
4. Form 3 Part A–B Annual Return of Company's having share capital
5. Form 29 – Particulars of directors and officers, including the Chief Executive, managing agent, secretary, chief accountant, auditors etc
6. Details of Shareholders with photo & NIC Copy Form 7, Form 21, Form 26, Form 27 (if any)

7. Please provide proof of employment of competent and qualified employees with the ability to sell international air transportation and issue electronic travel documents and report to the BSP. (Employment letter and/or GDS/Airlines Ticketing Certificate)



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8. Photographs of premises: exterior with clear signboard / interior of the Travel Agency location. (Maximum 4 photographs showing clear signboard, exterior and interior of the travel agency location)

9. Sample of Company Letterhead 70 Pages

10. Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules, Auditors/Directors Report and Notes to Account (not more than ten (10) months old at the time of submission of the Application for IATA Accreditation.)

11. National Tax Number (NTN) Certificate with correct Travel Agency Legal Name, location address and National Tax number. The details in the National Tax Number (NTN) Certificate must be exactly the same as the details in your Agency Travel Agent.

12. Bank Account Certificate the name of company.