



IATA TRAVEL AGENT

APPLICATION GUIDE

<BSP PAKISTAN>



✓ CHECK LIST

HEAD OFFICE

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



IATA would strongly encourage to submit with minimum paper document and to go paperless by submitting in USB or CD.



Application form and legal documents to be submitted original and to be couriered to the address specified in contact details along with the checklist.



All the required documents specified in checklist below [including the application form and legal documents] are to be scanned in PDF format and to be sent along with original application in USB or CD *

- a) All documents shall be organized as per checklist
- b) Kindly name the documents similar to the type of documents
- c) The naming conversion for submission is your agency name.zip (i.e., XXX Application form)
- d) As the documents submitted are for verification purposes, please ensure that the following requirements are fulfilled
 - > Clear and Correct copies of the documents are submitted
 - > If a document is in a foreign language, a translation in English is required.
 - > All the legal documents must be notarized by Notary Public.

Applicants are requested to download the accreditation criteria from the latest version of the Travel Agent's Handbook Resolution 818g: <http://www.iata.org/agenthome> and Frequently Asked Questions (FAQ). Then read through it for in-depth details of the governing rules before submitting the application.

➤ **Frequently Asked Questions (FAQ) is available in the Resource Centre in the following link:** <http://www.iata.org/customer-portal/Pages/LocalResourceCenter.aspx>.

➤ Incomplete submission of the documents may lead to a rejection of application.

***NOTE:** Submission of documents in USB or CD format is preferred and reduces processing time of the application.

Kindly dispatch your application with supporting documents (USB or CD) to the address below:

CONTACT DETAILS

ADDRESS:	ISS Operations & Service Center – Agency Management INTERNATIONAL AIR TRANSPORT ASSOCIATION TripleOne Somerset 111 Somerset Road #14-05 Singapore 238164
WEB PORTAL:	http://www.iata.org/customer-portal/Pages/index.aspx

PLEASE TICK THE BOX AND SUBMIT THIS CHECKLIST PAGE TOGETHER WITH YOUR ORIGINAL APPLICATION

APPLICATION FORM:

- Completed Application Form signed, dated and stamped by authorized personnel of the Agency.
 - a) Including the latest 12 months Statement of International Sales

Original + softcopy



xxx.applform.pdf

LEGAL

- Valid Travel Agent License issued by Department of Tourist Services
- National Tax Number (NTN) Certificate
- Business entity
 - a) If a Private Limited
 - Notarized copy of certificate of incorporation/ company registration.
 - Article & Memorandum of Association.
 - Form A – Annual Return of Company Having Share Capital
 - Form 29 – Particulars of Directors and Officers, CEO, Managing Agent
 - b) If a Partnership:
 - Notarized copy of registered partnership deed
 - c) If a Sole Proprietor:
 - IC or Passport copy of the Sole Proprietor/Income tax Assessment no
- The following should be submitted in the event that stockholders in the application form are different from those listed in the Articles of Incorporation:
 - a) Deed of Sales/ Transfer of Shares
 - b) Form 3, Form 7, Form 21, Form 26, Form 26 (if any)

Hardcopy + softcopy



xxx.legal.pdf

STAFF

- Provide proof of employment of competent and qualified employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP. (Include photo and a copy of National Identification Card)



xxx.staffdetails.pdf

FINANCIAL

- 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). [This is only applicable for New Head Office location].



xxx.financial.pdf

PREMISES

- Valid lease/ tenancy/ rental/ agreement of ownership deed of premises
- 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)



xxx.premises.pdf

OTHERS

- Agent Bank Account Details Form [available in the Resource Center]



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