



IATA TRAVEL AGENT

CHANGE GUIDE

<BSP PAKISTAN>



✓ CHECK LIST

Change of Ownership

Instructions and special requirements in order to notify IATA of a Change of Ownership:

↗ <input type="checkbox"/>	Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
LEGAL		
↗ <input type="checkbox"/>	Valid Travel Agent License issued by Department of Tourist Services	1 Copy
↗ <input type="checkbox"/>	National Tax Number (NTN) Certificate	1 Copy
↗ <input type="checkbox"/>	Official Certificate of Company Registration (in case of Private Limited)	1 Copy
↗ <input type="checkbox"/>	Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗ <input type="checkbox"/>	Details of shareholders, owner(s), managers and staff (with Photo & NIC Copy)	1 Copy
↗ <input type="checkbox"/>	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) Minutes of Meeting approving the sale/transfer of shares; and b) Deed of sale/transfer of shares	1 Copy
STAFF QUALIFICATIONS		
↗ <input type="checkbox"/>	Provide proof of employment of competent and qualified additional employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP. (Include a photo and a copy of National Identification Card)	1 Copy
FINANCIAL		
↗ <input type="checkbox"/>	Latest Certified and Audited Balance Sheet and Profit & Loss Account (not more than Six (6) months old at the time of submission)	1 Copy
↗ <input type="checkbox"/>	Corporate Income Tax Returns to Tax Department for the last two years	1 Copy
PREMISES		
↗ <input type="checkbox"/>	Valid lease / rental / ownership agreement of premises	1 Copy
↗ <input type="checkbox"/>	Photographs of premises: exterior with clear signboard / interior of the Travel Agency location	1 Set
OTHERS		

↗	<input type="checkbox"/>	Automated ticketing facility agreement with GDS/CRS	1 Copy
↗	<input type="checkbox"/>	Sample of company letterhead	Original
↗	<input type="checkbox"/>	Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Change of Legal Status

Instructions and special requirements in order to notify IATA of a Change of Legal Status:

↗	<input type="checkbox"/>	Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗	<input type="checkbox"/>	Valid Travel Agent License issued by Department of Tourist Services	1 Copy
↗	<input type="checkbox"/>	National Tax Number (NTN) Certificate	1 Copy
↗	<input type="checkbox"/>	Official Certificate of Company Registration (in case of Private Limited)	1 Copy
↗	<input type="checkbox"/>	Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗	<input type="checkbox"/>	Minutes of Board of Directors' meeting approving this change	1 Copy
↗	<input type="checkbox"/>	Amended Financial Guarantee (where applicable)	1 Copy
↗	<input type="checkbox"/>	Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Change of Name

Instructions and special requirements in order to notify IATA of a Change of Name:

↗	<input type="checkbox"/>	Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗	<input type="checkbox"/>	Valid Travel Agent License issued by Department of Tourist Services	1 Copy
↗	<input type="checkbox"/>	National Tax Number (NTN) Certificate	1 Copy
↗	<input type="checkbox"/>	Official Certificate of Company Registration (in case of Private Limited)	1 Copy
↗	<input type="checkbox"/>	Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗	<input type="checkbox"/>	Minutes of Board of Directors' meeting approving this change	1 Copy
↗	<input type="checkbox"/>	Amended Financial Security	1 Copy
↗	<input type="checkbox"/>	Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Change of Location

Instructions and special requirements in order to notify IATA of a Change of Location:

↗	<input type="checkbox"/> Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗	<input type="checkbox"/> Valid Travel Agent License issued by Department of Tourist Services	1 Copy
↗	<input type="checkbox"/> National Tax Number (NTN) Certificate	1 Copy
↗	<input type="checkbox"/> Official Certificate of Company Registration (in case of Private Limited)	1 Copy
↗	<input type="checkbox"/> Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗	<input type="checkbox"/> Minutes of Board of Directors' meeting approving this change	1 Copy
↗	<input type="checkbox"/> Amended Financial Guarantee (where applicable)	1 Copy
↗	<input type="checkbox"/> Provide proof of employment of competent and qualified additional employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP. (Include a photo and a copy of National Identification Card)	1 Copy
↗	<input type="checkbox"/> Valid lease / rental / ownership agreement of premises	1 Copy
↗	<input type="checkbox"/> Photographs of premises: exterior with clear signboard / interior of the Travel Agency location	1 Set
↗	<input type="checkbox"/> Sample of company letterhead	Original
↗	<input type="checkbox"/> Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Change of Name and Location

Instructions and special requirements in order to notify IATA of a Change of Name and Location:

↗	<input type="checkbox"/> Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗	<input type="checkbox"/> Valid Travel Agent License issued by Department of Tourist Services	1 Copy
↗	<input type="checkbox"/> National Tax Number (NTN) Certificate	1 Copy
↗	<input type="checkbox"/> Official Certificate of Company Registration (in case of Private Limited)	1 Copy
↗	<input type="checkbox"/> Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗	<input type="checkbox"/> Minutes of Board of Directors' meeting approving this change	1 Copy
↗	<input type="checkbox"/> Amended Financial Guarantee	1 Copy
↗	<input type="checkbox"/> Provide proof of employment of competent and qualified additional employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP. (Include a photo and a copy of National Identification Card)	1 Copy

↗ <input type="checkbox"/>	Valid lease / rental / ownership agreement of premises	1 Copy
↗ <input type="checkbox"/>	Photographs of premises: exterior with clear signboard / interior of the Travel Agency location	1 Set
↗ <input type="checkbox"/>	Sample of company letterhead	Original
↗ <input type="checkbox"/>	Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Major Change of Shareholding

Instructions and special requirements in order to notify IATA of a Major Change of Shareholding:

↗ <input type="checkbox"/>	Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗ <input type="checkbox"/>	Minutes of Board of Directors' meeting approving this change	1 Copy
↗ <input type="checkbox"/>	Registered Deed of Partnership with Registrar of Firm (in case of Partnership)	1 Copy
↗ <input type="checkbox"/>	Legal / Government proof of Change	1 Copy
↗ <input type="checkbox"/>	Latest Certified and Audited Balance Sheet and Profit & Loss Account (not more than Six (6) months old at the time of submission)	1 Copy
↗ <input type="checkbox"/>	Proof of payment to be sent to IATA Singapore Regional Office	1 Copy

Minor Change of Shareholding

Instructions and special requirements in order to notify IATA of a Minor Change of Shareholding:

↗ <input type="checkbox"/>	Completed Notice of Change Form signed and stamped by authorized personnel of the Agency	Original Copy
↗ <input type="checkbox"/>	Legal / Government proof of Change	1 Copy

Voluntary Relinquishment

- ↗ Voluntary Relinquishment Form signed and stamped by authorized personnel of the Agency

Temporary Closure

- ↗ Temporary Closure Form signed and stamped by authorized personnel of the Agency

Please note:

1. If a document is in a foreign language, a translation in English is required. **All the translation documents must be notarized by Notary Public.**
2. All requirements stated in this checklist must be submitted before processing can commence.
3. All attachments must be printed on company letterheads and signed by an authorised company director.
4. All documents must be **valid**.
5. All documents must have the same company details, letter by letter, hyphon by hyphon – not even a slight difference is allowed.

FEES

TYPE OF CHANGE	Head Office	Branch Office	Specific Sales Activities
CHANGE OF OWNERSHIP	USD1,427	USD282	USD257
CHANGE OF NAME	USD560	USD560	USD535
CHANGE OF LOCATION	USD535	USD535	USD535
MAJOR CHANGE OF SHAREHOLDING - for transfer quantity of shares exceeding 30% of total shareholding	USD892	USD892	USD867
CHANGE OF LEGAL STATUS	USD892	USD892	USD867

Please note:

Fees shown are inclusive of refundable and non-refundable charges. You will be advised of fees breakdown upon acceptance of your change application.

CONTACT DETAILS

ADDRESS: **REGIONAL ACCREDITATION**
INTERNATIONAL AIR TRANSPORT ASSOCIATION
TripleOne Somerset
111 Somerset Road, #14-05
Singapore 238164

FAX: **+65 6415 1258**

WEB **[www.iata.org/customer-](http://www.iata.org/customer-portal/Pages/index.aspx)**
PORTAL: **[portal/Pages/index.aspx](http://www.iata.org/customer-portal/Pages/index.aspx)**

PAYMENT GUIDE

AGENT CODE

TYPE OF CHANGE

Please indicate your selected payment method.

Please note:

1. Change fees can be made by Credit Card/Bank Transfer only.
2. We will contact you by e-mail once the application is authorized for initial review. At such time, an invoice and a reference number will be given to facilitate the payment.
3. Payment by credit card without invoice number, please input ten zeros instead, i.e. 0000000000.

➤ **Credit Card**

www.iata.org/paymentlink

➤ **Bank Transfer**

4. Please ensure to indicate the correct name of the Travel Agency/Country in the "name" field of the Bank Transfer form of the issuing Bank.
5. IATA is to receive Full amount as stated in fee table.
3. All bank charges are to be borne by payer.

BENEFICIARY NAME

IATA-Operating Account

BANK

DEUTSCHE BANK AG, SINGAPORE BRANCH

ACCOUNT NO

2500908-05-5

SWIFT CODE

DEUTSGSG

BANK ADDRESS

1 RAFFLES QUAY, #16-00, SOUTH TOWER,
SINGAPORE 048583

QUALIFIED STAFF DETAILS



A PRESENT AGENCY EMPLOYMENT IN THE SALES/ RESERVATION /TICKETING DEPARTMENT			B PREVIOUS AIRLINE/ AGENCY EXPERIENCE				C AIRLINES OR IATA/UFTAA OR OTHER CERTIFICATE COURSES PASSED WHICH ARE ACCEPTABLE		
Name of Staff (full time employees)	Position/ Title	Date Joined (Month/Year)	Airlines or Agency Name/ Location	Was Agency IATA- accredited at Time of employment YES/NO	Position/ Title	Employment Dates From: To: (Month/Year)	Airline or IATA/UFTAA or other courses	Name of Course	Date Completed