



# IATA / IATAN Travel Agent ID Card Application Form

## INSTRUCTIONS – Please read all instructions carefully before completing and PRINT CLEARLY

- STEP 1 Provide all requested information on Application Form incl **email address & all necessary signatures**.
- STEP 2 Enclose supporting documentation as applicable and include a **passport-standard/size digital photo** (head and shoulders against a pale background), provided in **.JPG** file-format at 300 dpi resolution, measuring 250 pixels high by 200 pixels wide. Name the file with your agency numeric code and full name (eg. 11111111JOHNDOE.JPG).
- STEP 3 Submit the completed form (and supporting documents if applicable) with the digital photo by uploading them on [www.iata.org/enquiry](http://www.iata.org/enquiry), selecting your country and "IDCards/TIDS/ERSP" as the respective Case Area.
- STEP 4 Once IATA has received and accepted your application you will be **contacted by email for payment details**. Your application will only be processed once we received full payment. Upon payment please expect 4-6 weeks for the delivery of your IATA ID Card.
- STEP 5 You may submit your application by post however expect this process to take significantly longer. In this case please write your name and the agency's IATA numeric code on the back of the photo. The completed form and photo needs to be sent to IATA ID Card Regional Office: 111 Somerset Road, #14-05, TripleOne Somerset, Singapore 238164.

## AGENCY INFORMATION – \*The applicant is employed by and physically works at the Agency location detailed below

IATA NUMERIC CODE (Passenger, TIDS, Domestic):    –

Agency Legal Name \_\_\_\_\_

Agency Trading Name (Name to appear on the card – maximum 22 characters, including blanks) \_\_\_\_\_

Agency Location: *Street Number* \_\_\_\_\_ *Street Name* \_\_\_\_\_ *City/Town* \_\_\_\_\_

*Province* \_\_\_\_\_ *Country* \_\_\_\_\_ *Postal Code* \_\_\_\_\_ *Telephone (Inc. Area Code)* \_\_\_\_\_

**APPLICANT INFORMATION** (Please  appropriate boxes) **SEX:** M  F  **TITLE:** Mr  Mrs  Ms  Other  \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
(AS PER YOUR PASSPORT - Maximum 22 characters, including blanks, of which Last Name must not exceed 15 characters)

**Business Email** (mandatory – no application is accepted and processed without email address necessary to advice on payment details) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Digital Photo \_\_\_\_\_ .jpg  
Date of Birth: (Dy/Mo/Yr) (Please indicate the name of the jpg-file of your photo according to instructions above)

I have been employed in this industry, without interruption, as a travel professional since: \_\_\_\_\_ (Year)

I have been employed as a travel agent by the above agency since: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Mo /Year)

IATA NUMERIC CODE of **previous** agency employer (if applicable):    –

Please  one box only in each of the following 3 selections:

POSITION IN CURRENT AGENCY: M  Manager C  Shareholder (1) S  Owner (1) R  Director  
E  Employee P  Partner (1) I  Independent Consultant (2)

DUTIES IN CURRENT AGENCY: I  Sales Y  Operations S  Customer Service R  Reservations  
A  Administration O  Accounting N  Marketing V  Other Duties

HOURS **PER WEEK:** 1  35 or more hrs 3  20 to 24 hrs 2  25 to 34 hrs 4  less than 20 hrs

(1) Owner of 20% or more. Must be on IATA's record, and devote a minimum of 20 hours per week to the Travel Industry.  
(2) A copy of the contract must be provided.

## PAYMENT INFORMATION

IATA will contact you, by email, for payment details and reference once your application is accepted.

Please tick applicable annual fee:

- Travel agents working for a fully IATA accredited travel agency: USD 30
- Travel agents working for a TIDS travel agency: USD 50
- Travel agents working for a fully IATA accredited travel agency in Singapore only (incl 7% GST): USD 32.10
- Travel agents working for a TIDS travel agency in Singapore only (incl 7% GST): USD 53.50

**Promotion Code**  
(if applicable)

(except Australia & South Pacific Islands)

ASIA / PACIFIC





## IATA / IATAN Travel Agent ID Card Cardholder Agreement

**In consideration of IATA issuing the Applicant an IATA/IATAN Travel Agent ID Card (the Card), the Applicant agrees:**

1. The Card at all times remains the property of IATA and the cardholder shall return it to IATA upon request,
2. Since the Card issued is unique to the cardholder, the cardholder shall not allow the Card, its identification number or any other information contained on the Card to be used by any other person, whether associated with the same agency as the cardholder or not, in such a way as to imply that such other person is the cardholder,
3. To return the Card to IATA for updating or reissuing within seven (7) days when any information contained on the Card becomes inaccurate, and to return the Card for cancellation within seven (7) days if the cardholder no longer qualifies to hold such a Card,
4. To inform IATA immediately in the event that the Card is lost or stolen,
5. That IATA may charge a fee to renew or reissue a Card, or for administration of declined applications and payments made with insufficient funds,
6. Not to tamper with any information or photograph contained on the Card, or any other aspect of the Card,
7. That this Card is NOT a credit card and that the cardholder shall not say or take any action which will lead a person to believe that IATA has guaranteed the credit, conduct or credibility of the cardholder, and that the Card does not guarantee the holder any discount, which is entirely at the discretion of the supplier,
8. Not to use the Card for any purpose after the date of expiry, and return the Card to IATA when the cardholder ceases to qualify to hold it,
9. That IATA may notify its suppliers or any other persons, which may make use of the Card, of the cardholder's participation in the IATA ID Card Program, and may remove the cardholder's name from the IATA registration system, or do any other thing, if the cardholder breaches any of the conditions set out in this agreement,
10. That the cardholder will repay to any supplier any discount received if the cardholder has obtained such discount by using the Card in any manner not permitted by this agreement,
11. That IATA has the right to verify this information by interviewing the cardholder or other staff of this Agency, and/or by inspection of supporting documentation. Should such interviews or inspections be refused, or should any of the information provided turn out to be false, the Card may be withdrawn or declared invalid, and airlines and other industry suppliers notified accordingly,
12. That IATA may amend the terms of this agreement at any time provided that IATA has mailed to the cardholder the terms of amendment thirty (30) days in advance of such amendments. No such amendment may require the Cardholder to pay any retroactive additional charges or fees, but may increase future service charges,
13. That IATA assumes no responsibility for the misuse of the Card, and cannot be held liable for any costs incurred on behalf of or with any supplier. The cardholder agrees to indemnify IATA for any expenses incurred through misuse of the card by the cardholder,
14. That IATA may use the cardholder's application data and transmit them as necessary for the operation of the Travel Agent Card scheme and its related services,
15. The personal information collected with this form is used and communicated to third parties (including outside the province of the cardholder's residence and Canada) for the purposes listed in this form, including for administering the Card program and allowing the cardholder to obtain industry concessions,
16. The Applicant agrees to receive per email the IATA/IATAN ID Card newsletter and any other commercial material related to the IATA/IATAN ID Card program.
17. Your personal information collected with this form will be kept at the IATA headquarters in Montreal in a paper folder and an electronic database accessible only by the persons administering this Card program. This file will be identified with the name of cardholder,
18. If you wish to access or request a rectification of your file, and/or no longer wishes to receive communication as listed under 16., you may address your demand in writing to IATA's customer service team at the address set out on the first page of the application form.
19. Your personal information may be shared with any partner allowing industry concessions upon the presentation of the Card for identification purposes as well as the confirmation of the extent of the industry concessions available to a legitimate cardholder, if you request such an industry concession, wherever this partner is located in the world.
20. That industry concessions are subject always to the suppliers' discretion and that possession of the Card does not guarantee that such concessions will be available. For air travel concessions using the IATA/IATAN ID Card please additionally refer to IATA Resolutions 880 and 880a.

**Employer Certification: The Employer certifies the following:**

21. The Applicant is a bona fide employee or consultant of the Employer, working in a remunerated position for the Agency location indicated herein and is at least the legal working age. The Applicant and Employer, by making this application, authorize IATA to verify the employment status of this Applicant, and
22. The Applicant devotes all or substantially all of his/her time to the promotion and sale of travel at the Agency location indicated herein, and is paid by salary and/or on a commission basis and is shown on the appropriate disbursement records of the Agency, and
23. The enclosed photograph of the Applicant is current and a good likeness of the Applicant, and
24. The Employer agrees to use its best efforts to ensure that the Applicant does not misuse the Card in contravention of the Cardholder Agreement and acknowledges that IATA will inform suppliers of any misuse of the Card. Such information may contain the name of the Employer Agency, and
25. The Employer and Applicant acknowledge that the Card is valid through the last day of the month and year indicated on the face of the Card and is not to be used thereafter, and
26. The Employer is responsible for ensuring that the Cardholder returns the Card if the Applicant/Cardholder leaves the Employer's employment or otherwise ceases to be eligible to hold the Card. Applicant and Employer should retain a copy of this Agreement for their records.

We, the undersigned, hereby declare that we have read and accept the terms and conditions of the Cardholder Agreement and that the information furnished on this Application Form is true and correct. We also understand that any false declaration will lead to the cancellation and blacklisting of the ID Card. In addition, as Agency Owner/Manager, I as the Employer confirm that I am authorised to sign on behalf of the Agency indicated in this Application Form. I, the applicant, hereby consent to the collection, use and disclosure of my personal information for the purposes listed in the present form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Agency Owner/Manager (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Agency Owner/Manager: \_\_\_\_\_

Date: \_\_\_\_\_

