



IATA TRAVEL AGENT

CHANGE GUIDE

PAKISTAN



✓ CHECK LIST

Important Notes:

In order to achieve savings in cost and time, Agent is requested to submit their Application electronically via Customer portal only.

For the files to be uploaded to IATA portal, please use only pdf format.

Please upload one file per document type. Uploading of multiple files for the same document type may lead to rejection of your application

Please prepare in advance the following documents for submission. Once you are ready, please fill up the online Notice of Change form and submit to IATA.

Please take note:

After submission of the Notice of Change form, we will inform you the deadline to submit the required documents below. The deadline for submission would be seven (7) calendar days from our date of request.

Change of Ownership / Change of Legal Status

Please prepare the following documents for submission:

- Please use IATA Customer Portal to fill in your Notice of Change Form. The self-registration process takes only a few minutes. The link is as below:
www.iata.org/cs
- Valid Travel Agent License issued by Department of Tourist Services
- National Tax Number (NTN) Certificate
- Legal Business Entity

(a) If a **Company**

1. Official Certificate of Company Registration
2. Form A – Annual return of company's having share capital
3. Form 29 – Particulars of directors and officers, including the chief executive, managing agent, secretary, chief accountant, auditors etc
4. Deed of sale/transfer of shares
5. Details of Shareholders with photo & NIC Copy
6. Form 3, Form 7, Form 21, Form 26, Form 27 (if any) _____

(b) If a **Partnership**

1. Registered Deed of Partnership with Registrar of Firm
2. Details of Partners with Photo & NIC Copy
3. Deed of sale/transfer of ownership

(c) If a **Sole Proprietorship**:

1. Photo & NIC copy of the Sole Proprietor
2. Deed of sale/transfer of ownership

- 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)
- Photographs of the interior and exterior of the Travel Agency location – with clear signboard
- Financial statements – Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules and Auditors/Directors Report (not more than Ten (10) months old at the time of submission)
- Agent Bank Beneficiary Form and copy of the bank statement:
<http://www.iata.org/sites/fmc/Files/a3-aspac-agent-bank-beneficiary-form-v4.0-2014.zip>
- Bank Guarantee - the level and mandatory sample text will be informed after receipt of the financial statements
- If documents is in foreign language, a translation in English is required, all translation documents must be done by certified translator, high commission/ embassy or notary public.

Notes:

Incomplete submission of the documents may lead to a non-compliance action as per Agency Rules.

Change of Name

Please prepare the following documents for submission:

- Please use IATA Customer Portal to fill in your Notice of Change Form. The self-registration process takes only a few minutes. The link is as below:
www.iata.org/cs
- Valid Travel Agent License issued by Department of Tourist Services
- National Tax Number (NTN) Certificate
- If a **Company**
 1. Official Certificate of Company Registration
 2. Minutes of Board of Directors' Meeting approving this change.

If a **Partnership** - Registered Deed of Partnership with Registrar of Firm

- Agent Bank Beneficiary Form and copy of the bank statement:
<http://www.iata.org/sites/fmc/Files/a3-aspac-agent-bank-beneficiary-form-v4.0-2014.zip>

➤ Amended Bank Guarantee with the NEW Legal Name

Notes: Incomplete submission of the documents may lead to a non-compliance action as per Agency Rules.

Change of Location

Please prepare the following documents for submission:

- Please use IATA Customer Portal to fill in your Notice of Change Form. The self-registration process takes only a few minutes. The link is as below: www.iata.org/cs
- Valid Travel Agent License issued by Department of Tourist Services
- National Tax Number (NTN) Certificate
- Photographs of the interior and exterior of the Travel Agency location – with clear signboard

Notes: Incomplete submission of the documents may lead to a non-compliance action as per Agency Rules.

Change of Shareholding

Please prepare the following documents for submission:

- Please use IATA Customer Portal to fill in your Notice of Change Form. The self-registration process takes only a few minutes. The link is as below: www.iata.org/cs
- Legal Business Entity
(d) If a Company
 1. Official Certificate of Company Registration
 2. Form A – Annual return of company's having share capital
 3. Form 29 – Particulars of directors and officers, including the chief executive, managing agent, secretary, chief accountant, auditors etc
 4. Deed of sale/transfer of shares
 5. Details of Shareholders with photo & NIC Copy
 6. Form 3, Form 7, Form 21, Form 26, Form 27 (if any)
- Latest Certified and Audited Balance Sheet and Profit & Loss Account (not more than Ten (10) months old at the time of submission) identified in the Audited Financial Statements.
- Bank Guarantee - the level and mandatory sample text will be informed after receipt of the financial statements

Notes: Incomplete submission of the documents may lead to a non-compliance action as per Agency Rules.

FEES

Application Type	Head Office	Branch Office	Specific Sales Activity
Change of Ownership	USD 1315	USD 258	USD 237
Change of Legal Status	USD 1315	USD 258	USD 237
Change of Name	USD 515	USD 515	USD 494
Change of Location	USD 494	USD 494	USD 494
Change of Name & Location	USD 515	USD 515	USD 494
Change of Share holding	USD 800	N/A	N/A
Late Notification of Change Fees (*)	USD 150	USD 150	USD 150

- The prices shown throughout this document are GST excluded. Wherever GST or local taxes need to be added, these will appear on the invoice directly
- (*) Late Notification of Change Fee will be applied for late notification of change or absence of notification of change

CONTACT DETAILS

Should you have any questions, please contact us:

Customer Portal: www.iata.org/cs

Address:

ISS Operations & Service Centre – Agency Management
INTERNATIONAL AIR TRANSPORT ASSOCIATION
TripleOne Somerset, #14-05
Singapore 238164