



# IATA TRAVEL AGENT

## APPLICATION GUIDE

### PAKISTAN



# ✓ CHECK LIST

## Important Notes:

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

## Head Office

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

➤ For the files to be uploaded to IATA portal, please use following format: pdf, jpeg, jpg, gif, png, xls, xlsx, tif, tiff

➤ 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 the following documents for submission:

➤ Please use IATA Customer Portal to fill in your Application Form. The self-registration process takes only a few minutes. The link is as below: [www.iata.org/cs](http://www.iata.org/cs)

➤ Valid Travel Agent License issued by Department of Tourist Services. The validity of the Travel Agency license must be atleast 6 month from the date of Application for IATA Accreditation.

➤ Legal Business Entity

(a) If a Company

1. Official Certificate of Company Registration
2. Article & Memorandum of Association.
3. Form A – Annual return of company's having share capital
4. Form 29 – Particulars of directors and officers, including the chief executive, managing agent, secretary, chief accountant, auditors etc
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

(c) If a Sole Proprietorship:

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

- 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)
- 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)
- Sample of Company Letterhead .
- 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.)
- 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 License issued by Department of Tourist Services & Certificate of Incorporation.
- Financial Guarantee - the level and mandatory sample text will be informed after receipt of the financial statements.
- If a document is in foreign language, a translation in English is required. All the translation documents must be notarized by Notary Public.
- Please download the accreditation criteria from the latest version of the Travel Agent's Handbook Resolution 818g:  
[http://www.iata.org/Sites/FMC/Files/tah818g\\_en\\_2015.pdf](http://www.iata.org/Sites/FMC/Files/tah818g_en_2015.pdf)

## Branch Office

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

- For the files to be uploaded to IATA portal, please use following format: pdf, jpeg, jpg, gif, png, xls, xlsx, tif, tiff
- 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 the following documents for submission:

- Please use IATA Customer Portal to fill in your Application Form. The self-registration process takes only a few minutes. The link is as below: [www.iata.org/cs](http://www.iata.org/cs)
- Legal Business Entity
  - (d) If a Company

1. Official Certificate of Company Registration
  2. Article & Memorandum of Association.
  3. Form A – Annual return of company's having share capital
  4. Form 29 – Particulars of directors and officers, including the chief executive, managing agent, secretary, chief accountant, auditors etc
  5. Details of Shareholders with photo & NIC Copy
  6. Form 3, Form 7, Form 21, Form 26, Form 27 (if any)
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(e) If a **Partnership**

1. Registered Deed of Partnership with Registrar of Firm
2. Details of Partners with Photo & NIC Copy

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

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

- Valid Travel Agent License issued by Department of Tourist Services. The validity of the Travel Agency license must be atleast 6 month from the date of Application for IATA Accreditation.
- 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)
- 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)
- Sample of Company Letterhead .
- 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 License issued by Department of Tourist Services & Certificate of Incorporation.
- If a document is in foreign language, a translation in English is required. All the translation documents must be notarized by Notary Public.  
Please download the accreditation criteria from the latest version of the Travel Agent's Handbook Resolution 818g:  
[http://www.iata.org/Sites/FMC/Files/tah818g\\_en\\_2015.pdf](http://www.iata.org/Sites/FMC/Files/tah818g_en_2015.pdf)

**Notes:** Incomplete submission of the documents may lead to a rejection of application.

# FEES

## HEAD OFFICE

### JOINING FEES

APPLICATION FEE (NON REFUNDABLE)	USD549.00
ENTRANCE FEE	USD889.00
ANNUAL FEE (INITIAL)	USD207.00
PASSENGER COMMISSIONER FEE	USD10.00
CERTIFICATE FEE	USD25.00
<b>TOTAL JOINING FEE</b>	<b>USD1,680.00</b>

### ANNUAL FEES

ANNUAL FEE	USD207.00
CERTIFICATE FEE*	USD25.00
PASSENGER COMMISSIONER FEE	USD10.00
<b>TOTAL FEE</b>	<b>USD242.00</b>

## BRANCH OFFICE

### JOINING FEES

APPLICATION FEE (NON REFUNDABLE)	USD549.00
ENTRANCE FEE	USD527.00
ANNUAL FEE (INITIAL)	USD134.00
PASSENGER COMMISSIONER FEE	USD10.00
CERTIFICATE FEE	USD25.00
<b>TOTAL JOINING FEE</b>	<b>USD1,245.00</b>

### ANNUAL FEES

ANNUAL FEE	USD134.00
CERTIFICATE FEE*	USD25.00
PASSENGER COMMISSIONER FEE	USD10.00
<b>TOTAL FEE</b>	<b>USD169.00</b>

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  
The Annual Fees will be invoiced prior to November of each year and payment must be received before 1 December.

# CONTACT DETAILS

Should you have any questions, please contact us:

Customer Portal: [www.iata.org/cs](http://www.iata.org/cs)

**Address:**

ISS Operations & Service Centre – Agency Management  
INTERNATIONAL AIR TRANSPORT ASSOCIATION  
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