



IATA TRAVEL AGENT

APPLICATION GUIDE

United Kingdom



✓ CHECK LIST

Please note that as of 5th of April 2016 all new Head Office/ Branch/ Branch Abroad/ Specific Sales Activity (SA) applications should only be submitted via IATA customer portal at www.iata.org/cs. In case that you are not a portal user (https://portal.iata.org/ISSP_Login) you need to register and then use the dedicated service "IATA Accreditation". **Before applying for a Branch Abroad in another country than your Head Office is located in, please verify that the possibility of such is covered by local law and regulations of the country you are seeking to operate in.**

***Important!** Please note that IATA may request any additional document during the Application/Change process that might be considered as necessary to meet the qualifications.

Head Office/ Branch Abroad (Traditional or Online)

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

- Application Form submitted by authorized signatory on behalf of company
- Official certificate of company registration (where applicable)
- Bank Mandate – please see template and instructions in this guide
- Bank letter with full bank account details - please see template and instructions in this guide
- Financial statements – Annual accounts must be provided by the agency, they must be audited and no more than six months old – newly formed companies that have traded for less than 12 months must submit an opening balance sheet, certified by a statutory auditor. Sole traders, partnerships and UK registered limited companies, that meet the conditions for exemption from audit as a small company as defined by the UK Companies Act, may submit certified accounts, provided that (i) the certification is issued by an independent reporting accountant (see Note 1 of the Local Financial Criteria) and (ii) the Agent settles its BSP liabilities four times monthly, according to the published BSP Reporting Calendar. The membership confirmation for the accountant must be provided
- Bank Guarantee/Insurance Bond - the level and mandatory sample text will be informed after receipt of the financial statements
- The copy of the contract signed with the GDS
- Completed UK Money Laundering Legislation Form for every staff member and shareholder/owner (please see instructions below)
- Photos of the interior and exterior of the Travel Agency location, high resolution, color or black-and-white. The photos need to be current or as recent as possible.
- Specifications of the security system installed
- Sample of Travel Agency's letterhead indicating the Agency's working hours
- Copy of CVs of staff member plus Training Certificate or Diploma indicating or certifying the Travel Agency's personnel to be able to issue tickets through a GDS.

- Copy of the Renting/Leasing Agreement of the Agency's business premises (home-based premises are not accepted) including premises plan and the most recent utility bill. If the applicant owns the business premises the certificate of the ownership must be provided.
- Copy of the Police Certificate (England, Wales and Northern Ireland - DBS Disclosure and Barring Service, Scotland – Disclosure Scotland) for every shareholder/owner/director/manager.

****Important!** For documents with multiple pages please make sure to scan all pages into one document before uploading it.

Branch (Traditional or Online)

Instructions and special requirements in order to apply for a branch location:

- Application Form submitted by authorized signatory on behalf of company
- Bank Mandate – please see template and instructions in this guide (if different bank account will be used for settlement of branch sales)
- Bank letter with full bank account details - please see template and instructions in this guide
- The copy of the contract signed with the GDS
- Photos of the interior and exterior of the Travel Agency location, high resolution, color or black-and-white. The photos need to be current or as recent as possible.
- Specifications of the security system installed

****Important!** For documents with multiple pages please make sure to scan all pages into one document before uploading it.

Specific Sales Activity (SA)

- Specific Sales Activity Application Form signed by an authorized person of the Agency
- Bank Mandate – please see template and instructions in this guide (if different bank account will be used for settlement of sales activity)
- Bank letter with full bank account details - please see template and instructions in this guide
- The copy of the contract signed with the GDS

****Important!** For documents with multiple pages please make sure to scan all pages into one document before uploading it.

CONTACT DETAILS

PLEASE RAISE YOUR CASE VIA OUR CUSTOMER PORTAL

WWW.IATA.ORG/CS

IATA TRAVEL AGENT

FEES

<http://www.iata.org/sites/fmc/Files/2015%20European%20Guide%20to%20IATA%20Invoicing%20for%20travel%20agents.pdf>

DIRECT DEBIT COMPLETION

Please find on the following page the Direct Debit mandate.

- The bank account should be set up in the Legal Name of the agency and must be with a UK registered bank.
- Complete the mandate with the account details. An authorised signatory for the account must sign it.
- At least 30 days notice must be given to IATA if you change your bank details for a new Direct Debit instruction to be set up.

Please send the original mandate to our Accreditation Department. The mandate will be sent to the bank once received and set up in the IATA systems. The address to send this to is:

**IATA
Accreditation Department
Torre Europa
Paseo de la Castellana, 95
28046 Madrid
Spain**

If you require any further details on this or any other matter please raise your case via our web portal www.iata.org/europe/cs and a customer service representative will be happy to assist.



**Instructions to your Bank or
Building Society to pay
Direct Debit**



Please fill in the whole form using ball point pen.
An original must be supplied

IATA
Accreditation Department
Torre Europa
Paseo de la Castellana, 95
28046 Madrid SPAIN

Originators Identification Number

9	2	0	0	7	6
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Reference Number

IATA LOCAL HINGE

Name(s) of account holder(s)

IATA Code(s)

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Bank or Building Society account number

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Branch sort code (from the top right hand corner of your cheque)

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Name and full postal address of your Bank or Building Society branch

To: The Manager Bank/Building Society

Postcode

Signature(s)

Date _____

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

THE DIRECT DEBIT GUARANTEE

- > This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- > If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 5 working days as agreed.
- > If an error is made by IATA BSP-UK or your bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when IATA BSP UK asks you to
- > You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



(Letterhead of the Bank)

International Air Transport Association
Torre Europa
Paseo de la Castellana, 95
28046 Madrid
Spain

We (**Bank's name**) hereby confirm to IATA that the agent (**Agent's legal name**) holds the following bank account (**bank account details**) and sort code (**sort code**) to be set up for direct debit purposes in favour of IATA.

Date and Place

Signature of bank representative and stamp

UK MONEY LAUNDERING LEGISLATION



APPLICANTS FOR IATA ACCREDITATION UK MONEY LAUNDERING LEGISLATION

Applicable to new Applicants and changes of ownership for IATA Accredited Agents.

To comply with UK Money Laundering legislation, IATA is required to obtain and keep on file, proof of identity of an Applicant for IATA Agency Accreditation. Such identity is required for:

New applicants - the owners/shareholders and every staff member

New owners of existing Agents, where a change of control of the company has taken place - the Sole Trader or Partners with equal control or the major shareholder or the major shareholder of a wholly owned company.

To comply with these requirement, please do the following:

1. Make a clear copy of the information page(s) (which includes the photograph and signature of the passport of the person(s) above
2. The Passport Holder should complete and sign the attached Certification Statement in appropriate section "Signature of the Passport Holder" together with a copy of a utility bill (gas, water, electricity) and staple it to the copy of his/her passport
3. The statement and the copy of the Passport should be signed by an independent professional (e.g. bank manager, auditor)
4. Submit the documents above with your Application for IATA Accreditation or Change of Ownership

UK MONEY LAUNDERING FORM



APPLICANTS FOR IATA ACCREDITATION

UK MONEY LAUNDERING LEGISLATION

Certification Statement

Applicant Name
Agency Name
Agency IATA Number (if applicable)
Passport Number
Date of Issue
Signature of the Passport Holder

I certify that the copy of the passport attached to this Certification Statement is a true copy of the Document detailed above

Signature:

Name of the Signatory:

Title:

Institution:

Date: