



APPLICATION FORM FOR REGISTRATION AS AN IATA CARGO AGENT

INSTRUCTIONS

The information requested in this questionnaire is required for review by the International Air Transport Association (IATA), acting on behalf of Members of the Association.

Please complete all sections of the questionnaire and submit one original and three copies to the Agency Administrator for each country in which you wish to act as an IATA Cargo Agent, or for named airports, if any, in immediately adjacent countries. You may submit any additional information that you feel is relevant to your application.

Please note that your firm's eligibility for registration and retention as an IATA Cargo Agent in the IATA Cargo Agency List will be determined on the basis of your answers to the sections of the questionnaire marked with an asterisk (*), which are mandatory. The completion of the other sections is voluntary. A selection of information contained in completed questionnaires may be used by IATA for dissemination to third parties.

Only those applicants who have been listed and who continue to be listed may be accepted and retained as registered IATA Cargo Agents by Members of IATA.

If more space is needed to provide the information requested, please photocopy the pages concerned, fill in the appropriate sections and attach to your application.

CHECKLIST OF DOCUMENTS (copies only) that should ACCOMPANY this application

- ◆ Articles of Incorporation/Association/Organisation
- ◆ Current financial statement and balance sheet certified by a chartered accountant, certified public accountant or certified general accountant
- ◆ Licence to trade or other special authority, if required
- ◆ Evidence of courses completed by staff members handling cargo operations

Date _____



**TYPE/PRINT ALL ANSWERS CLEARLY IN THE SPACE PROVIDED
MARK IN APPROPRIATE BOXES.**

IDENTIFICATION

1.* Legal name of Firm _____

2.* Trade name(s) of Firm _____
(if different from legal name)

3.* Full name and address (including post
office box and postal codes/zone numbers)
& the trade name(s), if any, as you wish it
to appear in official IATA Cargo Agency List
and to which all communications from IATA
can be addressed _____

Mailing address (if different) _____

Email address _____

Telephone No. _____

Fax No. _____

4.* Name of individual owner, partner or officer
to whom communications with respect to
this application should be addressed _____

5.* Country for which this application
is being made _____



Reply only to ONE question 6, depending on the type of legal entity of the agency:
i.e. 6a for a sole proprietorship/6b for a partnership/6c for a corporation, firm or company;
6d for an association, or 6e for another form of organisation (not any of those listed)

OWNERSHIP

6a.*Applicant is the sole proprietor

Name

Address

To what extent do you participate actively in the operation of the cargo agency business?

Totally

Partially

Not at all

OR

6b.* Applicant is a partnership

For each partner state:

i) Name

Nature of partnership

General partner

Limited partner

Percentage or extent to which partner participates in the operation of the business.

(ii) Name

Nature of partnership

General partner

Limited partner

Percentage or extent to which partner participates in the operation of the business.

For additional partners, please complete information on a separate sheet.



6c.* Applicant is a corporation, firm or company

Name

Date of incorporation

Name(s) of director(s)

Names of key officers

For each shareholder:

%

Name/address/Percentage of capital owned

(i)

(ii)

(iii)

For additional shareholders, please complete information on a separate sheet.

If nominee or trustee for someone else, for whom? _____

OR

6d.* Applicant is an association

Name

Type

Location

Date association formed

Names of members, officers, managers

For other members, please complete information on a separate sheet.

OR

6e.* Applicant is another form of organisation

(Describe and state names of all officers)

Please complete information on a separate sheet.



7.* Does your firm intend to request authorisation to deliver consignments for transportation to air carrier(s) at airport(s) in any country(ies) adjacent to the country for which this application is being made? If yes, list the airport(s) to be authorised and to be reflected on your Cargo Agency Agreement.

No Yes

8.* Has your firm ever held a Cargo Agency Agreement executed by IATA?

No Yes

If yes:
IATA Agents Numeric Code _____

Date issued _____

Name under which it was issued _____

Reason for cancellation _____

9.* Is your firm an approved IATA Passenger Sales Agent?

No Yes

If yes:
Agents Numeric Code of your Head Office _____

10.* Does the air transportation which your firm sells/handles include goods owned by your firm?

No Yes

If yes: State the percentage of your gross monetary volume of yearly air cargo transportation business represented by the transportation of such goods _____%

11.* Does your firm sell air cargo transportation to the general public?

No Yes

If yes: What percentage of your sales is to the general public? _____%

Note: In countries/areas where Resolution 801 applies, questions 10 & 11 are mandatory. Completion of this question is optional in countries/areas where Resolution 805 applies.

12. Is your firm a General Sales Agent (GSA) for any air carrier(s)

No Yes

If yes, list carrier(s) _____



13.* If a sole proprietor - Have you:

OR if a partnership - Has any partner or individual having been authorised to sign and act on behalf of the partnership:

OR if a Corporation, firm or company - Has any officer, director or employee:

OR if an Association - Has any individual having been authorised to sign and act on behalf of the Association:

(a) Been found guilty of infringements of any shipping regulations? No
 Yes

(b) Been involved in a bankruptcy proceedings, other than as a claimant? No
 Yes

If yes, are you fully and legally discharged of your obligations by the court involved? No
 Yes

(c) Been a sole proprietor, shareholder, partner, officer, director or manager of employee(s) of a cargo agency which has been declared in default under the IATA rules and regulations? No
 Yes

(d) Been director or had a financial interest or a position of management in an IATA Agent that was removed from the IATA Cargo Agency List, or which was under notice of default, and still has outstanding debts to IATA Members or in an IATA Agent whose debts to IATA Members were partially met by recourse to a financial bond or guarantee? No
 Yes

If yes: state full name of such Agent _____

Were all IATA Members fully repaid? No
 Yes

14. Is there any relationship between the ownership, management or profits of your business and the ownership, management or profits of a General Sales Agent of an air carrier? No
 Yes

If yes, give full details: _____

15. Is your firm acting as agent for a surface carrier? No
 Yes

If yes, give full details:
Rail _____

Steamship _____

Trucking _____



16. Is your firm affiliated directly or indirectly with any shipper or consignee of air shipments?
- No Yes

If yes, provide details

- 17.* Give details of the parent business activities of your firm (customs house broker, ocean freight forwarder, travel agent, etc.)

- 18.* Does your firm now share or intend to share office or warehouse space or equipment with any other person or firm?
- No Yes

If yes, explain fully, stating name and business of other person or firm

19. Does your firm operate a cargo cartage service?
- No Yes

20. If yes does your firm use its own vehicles?
- No Yes

- 21.* Is your firm insured to cover its liability in the event of loss or damage to shipper's cargo while in your possession?
- No Yes

22. Is your firm a member of a national or international association of freight forwarders?
- No Yes

If yes, give the name of the association(s)

23. Is your firm authorised to make customs declarations?
- No Yes

If yes, list the names of staff members authorised to sign those declarations



FACILITIES

Please answer questions 24 - 41 for each:

- (a) service point you wish to be investigated by IATA Investigators, and
(b) additional office, premises, or warehouse through which your firm conducts or intends to conduct air cargo business, including the preparation of consignments ready for carriage:

24.* Office (or office area if combined with warehouse)
Indicate full address

25.* Type of premises - specify:

- (a) Office to be investigated
(b) Additional office
(c) Warehouse to be investigated
(d) Additional warehouse

26.* Size
Total area

Area used for air freight

27.* Are consignments made ready for carriage at this service point?

<u>No</u>	<u>Yes</u>
<input type="checkbox"/>	<input type="checkbox"/>

28. Distance from nearest airport

29. Date on which this location was opened for business
applicant owner

By:

<input type="checkbox"/>	<input type="checkbox"/>
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30. List airports serviced by this facility

31. If the office is leased, attach a copy of the lease and give the following details:

(a) Name of lessor

(b) Duration of lease

(c) Date lease expires

(d) Other pertinent details



32. Is the office open to the general public ? No Yes

If yes, what are the normal business hours and days of the week that this location is open to the public? _____

33.* Give the following details of each trained staff member required by IATA training criteria: **(attach photocopy of evidence of course(s) completed)**

i) Name _____

Position _____

Experience in air cargo transportation business _____

(a) IATA/FIATA (or equivalent industry) introductory training courses completed _____

(b) Training course on IATA Dangerous Goods Regulations successfully completed _____

ii) Name _____

Position _____

Experience in air cargo transportation business _____

(a) IATA/FIATA (or equivalent industry) introductory training courses completed _____

(b) Training course on IATA Dangerous Goods Regulations successfully completed _____

iii) Name _____

Position _____

Experience in air cargo transportation business _____

(a) IATA/FIATA (or equivalent industry) introductory training courses completed _____

(b) Training course on IATA Dangerous Goods Regulations successfully completed _____



34. Which of the following are available?

Automated export accounting

Automated export documentation

Alarm system

35. Warehouse (or warehouse area if combined with office)

Type of premises:

(a) Main office

(b) Additional/Branch office

(c) Warehouse

(d) Other (specify) _____

Distance from nearest office _____

36. If warehouse is leased, attach copy of lease and give the following details:

Name of lessor _____

Duration of lease _____

Date lease expires _____

37. If warehouse is subcontracted, attach copy of agreement and give the following details:

Name of sub-contractor _____

Duration of contract _____

Date agreement expires _____



LEGAL

42.* Date of legal establishment of Firm _____

43.* Is the applicant a parent, subsidiary, affiliate, owner, officer, director, employee, partner, or stockholder of any other business concern(s)?

No Yes

If yes, state the name(s) address(es) and nature of the business activities involved.

44.* Do the national or local authorities require a licence to trade or other special authority to perform the activities of a cargo or forwarding agent?

No Yes

If yes indicate:

Type of licence (**attach photocopy**)

Date granted

FINANCIAL

Please complete the sections below and the Statement of Assets and Liabilities in Appendix 1. to facilitate the financial evaluation of your application.

A copy of a current financial statement and balance sheet certified by a chartered accountant, certified public accountant or certified general accountant should also accompany your application.

45a.*What is the amount of your firm's capital? _____

45b.*(For corporations) What is the amount of your firm's paid-up capital? _____

46.* What is the lowest capital required by the national or local laws of your country? _____

47.* Please list 3 credit references, including the banks with whom the firm does business (Give bank address and account number)



SALES AND PROMOTION

48.* Give actual figures for the last 12 months for international export air cargo processed by your firm (attach a representative sampling of actual air waybills used):

Total monetary value of freight charges _____

Total weight in kilos _____

Total number of consignments _____

49.* Give projected figures for the coming 12 months

Total monetary value of freight charges _____

Total weight in kilos _____

Total number of consignments _____

50. Does your firm specialize in any particular type of traffic?

No Yes

	Number of Consignments	Tons	Airfreight Charges
Dangerous goods	_____	_____	_____
Live animals	_____	_____	_____
Other	_____	_____	_____

51. What volume of your traffic is destined for:

		%
Africa	_____	_____
Far East	_____	_____
Middle East	_____	_____
Australia & S. Pacific	_____	_____
Central America & Caribbean	_____	_____
Europe	_____	_____
South America	_____	_____
USA/Canada	_____	_____
TOTAL	_____	_____



STATEMENT/UNDERTAKING

The undersigned applies for inclusion on the official IATA Cargo Agency List for (country) and **encloses herewith a remittance in the amount of Swiss Francs 2495.-**, this being payment of the:

non-refundable application fee(s)	CHF 1550	
registration fee(s)	CHF 385	
initial annual agency fee(s)	CHF 465	
commissioner fee	CHF 95	<u>Total CHF 2495.-</u>

Upon registration as an IATA Cargo Agent, the undersigned undertakes to pay to IATA annually not later than 1 December the agency fee requested by IATA for each succeeding calendar year, it being understood that credit shall be allowed for any overpaid portion of the initial annual payment, and it being further understood that refunds of any agency fees in respect of any office for which registration has once been given shall be made as prescribed in the IATA Cargo Agency Rules.

If the application is disapproved, the registration fee(s) and initial annual agency fee(s) shall be returned to the applicant.

The applicant understands and agrees that any agency agreement between the applicant and an IATA Member shall be subject to the applicable IATA Cargo Agency Rules in (country).

The applicant hereby expressly renounces and waives any and all claims, causes of action or rights to recovery for itself, its heirs, successors, and assigns and agrees to indemnify and hold harmless IATA or any of its Members, their officers, employees, agents or servants for any loss, injury or damage based upon libel, slander or defamation of character by reason of any action taken in good faith pursuant to this application, including but not limited to a notice of disapproval stating the reasons therefor.

It is hereby agreed that the sections of this application marked with an asterisk (*) shall become a part of every IATA Cargo Agency Agreement signed with IATA Members for the sale and handling of international air cargo transportation and that the Agency Administrator shall be given prior notice of any changes to the information provided in those sections.

I hereby certify that the foregoing statements (including statements made in any Attachments hereto) are true and correct to the best of my knowledge and belief, and that I am authorized by the firm identified in the answer in Question 1 to make these statements and file this document.

Signatory:

Witness:

Signature _____

Signature _____

Name _____
(type or print)

Name & address _____

Title or capacity _____
(type or print)

Date _____



STATEMENT OF ASSETS AND LIABILITIES

Name of Agency _____

Other name used, if any _____

Address _____

Financial Statement of20...

ASSETS

LIABILITIES

Current Assets

Current Liabilities

Due Banks

Cash on hand

Cash in bank (specify banks)

Unsecured

Secured

Cash due carriers

Stocks and Bonds

(current value)

Owned by

Accounts payable

Loans and advances

from Officers

others

Accounts receivable (excluding doubtful items)

Officers & employees

Taxes

Other current liabilities

Trade

Other current assets (specify)

Mortgages (due within 1 year)

Real estate

TOTAL CURRENT ASSETS

TOTAL CURRENT LIABILITIES

Fixed assets

Long Term Liabilities & Owner's Equity

Notes receivable (excluding doubtful items)

Due Banks

Notes payable - trade acceptances

*Land & buildings

Less depreciation

Investments - related concerns

Other

Other assets (specify)

Due related concerns loans & advances

Contingent liabilities

Owner or shareholders equity

Preferred stock

Common Stock

Capital-paid in surplus

Earned surplus-retained earnings

Net worth (proprietors or partners only)

TOTAL ASSETS _____

TOTAL LIABILITIES & CAPITAL _____

* real estate: only if title is in the name of the corporation and used exclusively for business

Address

Market value

Mortgage holder