



# HILTON / IATA TIDS Promotional Campaign

TIDS NUMERIC CODE (TRAVEL INDUSTRY DESIGNATOR SERVICE) [www.iata.org/tids](http://www.iata.org/tids)

## Client Information

Office Designation:  Head Office  
 Branch Office (please provide code of your Head Office, TIDS or IATA Accredited Agent)

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Legal Name of Entity: \_\_\_\_\_ Trading Name (if different): \_\_\_\_\_

Location Address (Street, City, Province/State, Postal/Zip Code, Country):  
\_\_\_\_\_

Mailing Address - if different from above (P.O.Box, City, Province/State, Postal/Zip Code, Country):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Type of business (e.g. Travel Agency, Tour Operator, Conference or Event Organiser etc.): \_\_\_\_\_

Business Registration(s) and/or License Number(s): \_\_\_\_\_ Held since (MM/YYYY): \_\_\_\_\_

Tax/VAT Registration Number: \_\_\_\_\_

If you are a member of the national travel agents' association in your country, please indicate the association name(s) and your membership number(s): \_\_\_\_\_

If your agency is equipped with CRS/GDS equipment, please indicate the system name (e.g. ABACUS, AXESS, AMADEUS, GALILEO, SABRE, WORLDSPAN, etc.): \_\_\_\_\_

## Payment Information

Total Amount Payable:

**SPECIAL PROMOTIONAL RATE: USD 100**

Method of Payment:  Credit Card  Mastercard  Visa  American Express

Credit Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

We hereby apply for the assignment and registration of a Travel Industry Designator Service (TIDS). We confirm and accept the TIDS terms and conditions as printed overleaf and that a renewal fee will be billed to us on an annual basis.

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Place & Date: \_\_\_\_\_

**Please submit your application form completed with ALL necessary documents to support your application request (see overleaf), otherwise delays may occur.**

**Please forward your**

**completed application form to:**

International Commissions  
Hilton Hotels  
Maple Court, Reeds Crescent  
Watford WD24 4QQ  
UK

email: [international.commissions@hilton.com](mailto:international.commissions@hilton.com)  
tel: +44 (0) 20 7856 8730  
fax: +44 (0) 207 856 8527

**Fees Payable**

Special Promotional Rate  
(only applicable until 31 December 2007): **USD 100**

Validity of allocated TIDS Code: **31 December 2008**

**Form of Payment:**

**Credit Card** (preferred method) or Bank Transfer\* (\*all bank charges to be borne by the TIDS Applicant and proof of bank transfer to be provided with TIDS Application)

**Bank transfer payable to:**

**Beneficiary:** IATA

**Address:** Route de l'Aéroport 33 / 1215 - Geneva 15 Airport

**Bank Name:** UBS SA / CH-1211 Geneve

**IBAN Account:** CH98 0024 0240 3322 0850 H

**Sic code:** 240

**Swift code:** UBSWCHZH12A

Issuing Bank: \_\_\_\_\_

Date of Transfer (DD/MM/YYYY): \_\_\_\_\_

**IMPORTANT: when submitting your application, please ensure to include the following\*:**

- Completed application form
- Government license for travel agents (where applicable) or evidence of business registration including tax registration
- Registration fee
- National travel agent's association proof of membership in good standing (optional) **OR**  
If you are not a member of the National Travel Agent Association, then please provide:
  - one (1) letter of recommendation from an IATA Airline or Global Distribution System (GDS) i.e. Amadeus, Galileo, Sabre or Worldspan or two (2) letters from travel and tourism industry supporters i.e. hotel, car rental companies, listed on TIDS website
  - Bank letter stating that you maintain a bank account in the name of the business

*\*IATA reserves the right to request supplementary information and/or documentation to support a TIDS Application prior to and/or following code assignment.*

**Terms And Conditions**

1) The Applicant understands and agrees that the allocation of a TIDS (Travel Industry Designator Service) numeric code is not part of any IATA Agency Accreditation process. This application therefore does not constitute an application for IATA Agency Accreditation. The Applicant understands and agrees that acceptance of the TIDS application does not entitle him to represent himself as an IATA Agent, or IATA Approved, or IATA Accredited, or as having an IATA Numeric Code, or any other representation which may create the impression of the Applicant being an IATA Agent. The Applicant is not authorized to use the IATA logo on its premises, letterhead or for any other purpose, and the Applicant specifically agrees not to make any representation or hold out to the public or the industry to be an IATA Agent unless and until the Applicant actually secures IATA Accreditation status.

2) The Travel Industry Designator Service is allocated to a non-IATA agent's place of business to facilitate identification by travel industry principals in electronic reservations systems. The TIDS Code Holder understands that the unauthorized use of the TIDS numeric code will result in the immediate cancellation of its TIDS numeric allocation and notification thereof to IATA Member airlines and other travel industry principals. The TIDS Code Holder shall take all due and reasonable precaution to prevent misuse of the TIDS numeric code by third parties and will be responsible for any damages arising from such misuse in case of failure to take appropriate precautions.

3) The Applicant recognizes and agrees that IATA has the right to reject the application and/or cancel a TIDS number at any time.

4) A non-refundable registration fee is payable upon submission of the application. A renewal fee will be billed to the TIDS numeric code holder on an annual basis. Failure to pay the annual fee by the due date will result in cancellation of the assigned TIDS numeric code.

5) The TIDS Code Holder must immediately notify IATA in writing of any changes to the information provided in this application form. In the event that the TIDS Code Holder ceases to be licensed to trade as a travel agent under applicable legislation, the assigned TIDS code will be immediately cancelled. If the agent ceases to be a member of a national travel agents' association, the agent may continue to hold a TIDS numeric code as long as two (2) written recommendations of a hotel, car rental, CRS/GDS or other travel and tourism industry supporters are provided. In the event of a cancellation of a TIDS numeric code for any of the reasons stated above, there will be no fee refund referred to in paragraph 4.

6) The TIDS Code Holder must notify IATA in writing if the TIDS numeric code is no longer required. Such notification may be given at any time. In such case, there will be no fee refund referred to in paragraph 4. Following cancellation, if the agent subsequently reapplies for a new TIDS numeric code, a new application including the registration fee will be required.

7) The Applicant hereby authorizes IATA to register the information provided on the TIDS listing and to communicate such information to travel industry principals subscribing to the IATA agency database. If you do not wish not to be solicited please notify us in writing. IATA will apply all reasonable and due care in processing this application, any notification of cancellation, and any other information provided by the TIDS Code Holder. However, the Applicant agrees that neither IATA nor any of its officers or employees will be responsible in the event that the TIDS numeric code is incorrectly assigned, reproduced, cancelled, or other information connected with TIDS is incorrectly processed or represented.

8) The Applicant expressly recognizes that upon signature of the application form and acceptance of this application by IATA, these Terms and Conditions shall become effective and binding.

**I accept these terms and conditions**

# **TRAVEL INDUSTRY DESIGNATOR SERVICE – TIDS**

## **Completing the TIDS Application Form**

### **Guidelines**

#### **Client Information**

**Office Designation:  
Head Office**

Applying for your first TIDS Code?  
If so, your office location will be treated as a Head Office location.  
Please put an “x” against “Head Office”.

**Branch Office**

If your company already has a TIDS Code and you are opening a new office at a different location and you wish to apply for an additional code, Mark “x” against “Branch Office”. Please indicate the TIDS Code already allocated to you.

A separate Application Form should be completed for each new branch office location.

**Legal Name of Entity**

Indicate the full legal name of the business as registered with the Chamber of Commerce, Registrar of Companies etc.

**Trading Name  
(Doing Business As)**

Name under which the company trades or does business. This may or may not be the same as the legal name.

**Location Address**

Indicate the full physical address of the agency/company, including postal code.

**Mailing Address**

If applicable, indicate the address for mailing purposes (e.g. P.O. Box number).

**Type of Business**

Indicate if you are a Travel Agent, a Tour Operator, an Event or Conference Organizer or any other sales intermediary for travel-related services.

**Business  
Registration(s),  
License Numbers(s)**

Please indicate and specify all company registrations assigned to your business and indicate numbers, references and include a photocopy of your Government/Trading License(s), if applicable.

**TAX/VAT Number**

Indicate the tax registration number of your company if applicable (for invoicing purposes).

**Letters of  
Recommendation  
(if applicable)**

Please provide the following letters of recommendation in support of your application:

- one (1) from a reservation system (Amadeus, Sabre, Galileo, Worldspan) *OR*
- one (1) from an IATA Member Airline *OR*
- two (2) from any Travel Industry Suppliers on the list of recognised TIDS Supporters.

# **TRAVEL INDUSTRY DESIGNATOR SERVICE – TIDS**

## ***Completing the TIDS Application Form***

### ***Guidelines (cont.)***

#### **Payment Information**

Only the following payment methods are accepted:

***Credit Card Payment*** Please clearly indicate your credit card number, with expiry date, name of cardholder and signature of cardholder.

***Bank Transfer*** See IATA bank account details on the second page of the Application Form. Please provide:

- the name of the issuing bank
- date of transfer
- any reference number or other tracking items
- copy of confirmation of transfer from the bank.

To avoid delay, indicate “TIDS” and your company name on the transfer.

#### **Signature of the Application Form**

The TIDS Application Form must be signed and dated at the bottom of the Form before submitting to IATA.