



# IATA TRAVEL AGENT

## APPLICATION GUIDE

<LEBANON>



# ✓ CHECK LIST

Applications missing one or more of the below requested documents will be rejected immediately and only the refundable part of the application fees will be refunded back to applicants

## Head Office

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

- ✈ ☐ Application Form completely filled with correct Information and signed by an authorized signatory on behalf of the agency
- ✈ ☐ Statement of international sales (for existing agents)
- ✈ ☐ Photos of the interior and exterior of the agency
- ✈ ☐ Staff listing (attachment “A” in the application form)
- ✈ ☐ Financial Statement
  - For existing agents: Certified Accounts which are not more than six months old.
  - For new Agents: Certified Accounts (i.e. Opening Balance sheet)
- ✈ ☐ License from Ministry of Tourism (final phase)
- ✈ ☐ Certificate of company registration
- ✈ ☐ Sample of Travel Agency’s letterhead
- ✈ ☐ Attested Agency Banking Details (Please check the template provided on page 8 of this guide)
- ✈ ☐ Financial Security in the form of bank guarantee in the amount of USD 100,000.00 or Default Insurance Policy. The Bank Guarantee should be in the format provided on pages 6, 7.
  
- ✈ IATA will contact you for payment once your application has been accepted.
- ✈ Passenger Sales agency agreements will be sent at the final stages of the application to be signed by an authorized signatory and attested by an official authority
- ✈ Site Inspection will be conducted during the application processing period

## Branch Office

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

- ✈ ☐ Application fees will be collected via an Agency Debit Memo through the BSP billing (Please refer to the fee structure on page 4)
  - ✈ ☐ Application Form completely filled with correct Information and signed by an authorized signatory on behalf of the agency
  - ✈ ☐ Statement of international sales (for existing agents)
  - ✈ ☐ Photos of the interior and exterior of the agency
  - ✈ ☐ Staff listing (attachment “A” in the application form)
  - ✈ ☐ Financial Statement
    - For existing agents: Certified Accounts which are not more that six months old.
    - For new Agents: Certified Accounts (i.e. Opening Balance sheet)
  - ✈ ☐ License from Ministry of Tourism (final phase)
  - ✈ ☐ Certificate of company registration
  - ✈ ☐ Sample of Travel Agency’s letterhead
  - ✈ ☐ GDS Contract
  - ✈ ☐ Attested Agency Banking Details (Please check the template provided on page 8 of this guide)
  - ✈ ☐ Financial Security in the form of bank guarantee in the amount of USD 100,000.00 or Default Insurance Policy. The Bank Guarantee should be in the format provided on pages 6, 7.
- ✈ IATA will contact you for payment once your application has been accepted. Fees will be collected via an agency debit memo through the BSP billing.
- ✈ Site Inspection will be conducted during the application processing period

## Specific Sales Activity (SA)

- ☐ Specific Sales Activity Form signed by authorized person of the Agency

# FEES

## HEAD OFFICE

### JOINING FEES

NON REFUNDABLE (APPLICATION) FEES	JOD 359.00
ENTRY FEE	JOD 581.00
PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 144.00

### ANNUAL FEES

(The Annual Fees will be collected via an Agency Debit Memo through the BSP billing prior to December each year)

PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 144.00

## BRANCH

### JOINING FEES

(The branch joining fees will be collected via an agency debit memo through the BSP billing)

NON REFUNDABLE (APPLICATION) FEES	JOD 359.00
ENTRY FEE	JOD 344.00
PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 93.00

### ANNUAL FEES

(The Annual Fees will be collected via an Agency Debit Memo through the BSP billing prior to December each year)

PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 93.00

## SPECIFIC SALES ACTIVITY (SA)

### JOINING FEES

(The SA joining fees will be collected via an Agency Debit Memo through the BSP billing)

ENTRY FEES	JOD 344.00
PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 93.00

### ANNUAL FEES

(The Annual Fees will be collected via an Agency Debit Memo through the BSP billing prior to December each year)

PASSENGER COMMISSIONER FEE	JOD 6.00
ANNUAL FEE (INITIAL)	JOD 93.00

## Contact Details

➤ If you have any questions, log your query using the IATA customer portal using the following link to ensure better and timely service
<a href="http://www.iata.org/customerportal/pages/contactus.aspx">http://www.iata.org/customerportal/pages/contactus.aspx</a>
➤ Please send your application to the following address:
International Air Transport Association
Accreditation Services
52 Al Hashemiyeen Street, Abdoun
Amman 11194
Jordan
Tel: +962 6 593 9922

# SPECIMEN OF BANK GUARANTEE

**Bank Guarantees submitted in a different template will not be accepted**

## TEMPLATE BANK GUARANTEE

International Air Transport Association  
Agency Accreditation Services – [country]  
Address .....  
.....  
.....

(Letterhead of the Bank)

At the request of ----- [(insert name, full legal name and address of the Agent] ("our Customer" or the "Agent") and in order to enable our Customer to comply with IATA's requirements under the applicable IATA Resolutions, rules and procedures ("the Rules") for participation in ----- [insert IATA Billing and Settlement Plan Country ("BSP -----") or Cargo Accounts Settlement System Country ("CASS -----")], we [insert name and full address of bank] (the "Bank") hereby guarantee as surety, renouncing all legal exceptions and objections, and hereby assume joint and several liability with our Customer for, payment of all amounts owing or that may become owing to Members of the International Air Transport Association ("IATA"), and airlines participating in the aforementioned ---- [insert IATA BSP or IATA CASS], which have or will appoint the Agent, subject to the following conditions:

1. If and when our Customer shall fail to pay any sum(s) whatsoever payable immediately or otherwise in respect of the issuance during the period of this Guarantee of Traffic Documents or Transportation Orders, or air waybill or any other sum payable under the Rules (hereinafter referred to as "the Debt"), we will pay that sum to you (up to the limit sum) on demand being made as hereinafter provided.
2. Our total liability under this Guarantee is limited to and shall in no circumstances exceed the sum of ----- [Insert currency and amount in figures] (----- ) [Insert currency and amount in words] (the "limit sum").
3. This Guarantee subject to the limit sum shall not be satisfied, discharged or affected by any intermediate payment or settlement of account.
4. The giving of time to our Customer or the neglect or forbearance by you in requiring or enforcing payment of monies under the terms of the Passenger Sales Agency Agreement signed by our Customer as a condition of accreditation as an IATA Agent, or other indulgence, shall not in any way prejudice or affect this Guarantee.
5. [Alternative: This Guarantee is valid from ----- (insert date) and shall continue in effect until withdrawn by us upon three months' written notice given to IATA by registered mail and recorded delivery, whereupon this Guarantee shall expire at the end of the period of notice (hereinafter called the "Expiry Date"), and is conditional upon claim(s) being made and received by us not later than six (6) months from the Expiry Date. Thereafter, our joint and several liability hereunder shall automatically cease and this Guarantee shall become null and void.] [Alternative: This Guarantee is valid from ----- (insert date) and shall expire on ----- (insert date) (hereinafter called the "Expiry

Date”) and is conditional upon claim(s) being made and received by us not later than six (6) months from the Expiry Date. Thereafter, our joint and several liability hereunder shall automatically cease and this Guarantee shall become null and void.]

6. Payment against this Guarantee shall be conditional on a written demand by IATA Country Manager ---- [Country or Area of BSP or CASS] - stating that our Customer has failed to pay the Debt, and accompanied by a letter signed by him/her stating that our Customer has been declared in default under the Rules. The Debt so stated by him/her shall be deemed conclusive and final and we hereby confirm that we will not require proof of the same.
7. This Guarantee shall remain in full force and effect, notwithstanding any change in the constitution of our Customer.
8. This Guarantee shall be in addition to and shall not be in any way prejudiced and affected by any one or more securities or guarantees from our Customer, which you may now or subsequently hold. Notwithstanding any other provision of this Guarantee, if our Customer provides a separate guarantee (or any other type of security) in favour of an IATA Member or airline participating in a BSP or CASS, in terms of which payment is guaranteed to such Member or airline of all amounts that may become due and payable by our Customer, the Member or airline which is beneficiary of such separate guarantee shall not be entitled to any payment under the present industry Guarantee until all outstanding indebtedness of our Customer to other Members or airlines hereunder shall have been discharged.
9. Bankruptcy, liquidation, or insolvency of our Customer shall not affect or determine our liability under this Guarantee.
10. The obligations under this Guarantee shall be valid and effective regardless of any law regulation and decree now or after this date in effect which affects or might in any way affect the Rules, and we hereby confirm that you are not bound to take any steps or to exhaust any remedies against our Customer before calling on this Guarantee and are entitled to treat us as surety or joint and several debtors with our Customer up to limit sum payable under this Guarantee.
11. This Guarantee shall be governed by and construed in accordance with the Laws of ----- [insert country].
12. This Guarantee is non-assignable. It may be translated into another language for day-to-day operational use if necessary; however, in case of any inconsistency between the English version and the other version, the English version shall prevail.

.....  
Signature of authorised representative of issuing Bank

.....  
Date

Full Name:.....

Title: .....

**SEAL OF BANK**

## Print on Agency Letterhead

### Agent Banking Details Form

<b>Date</b> التاريخ	
<b>Country</b>	
<b>Line of Business</b>	Travel Agency
<b>Agent Legal Name</b> إسم الشركة القانوني كما في السجل التجاري	
<b>Agent Trade Name</b> إسم الشركة التجاري	
<b>Agent IATA Code (Codes)</b> رقم/أرقام كود الأياتا	

Dear Sir,

Kindly find below banking details for all codes mentioned above.

Those banking details are to be used for any transfers requested from our side (based on IATA's records) effective from date **xx/xx/xxxx**.

<b>Bank Name</b> إسم البنك	
<b>Bank Branch</b> فرع البنك	
<b>Bank Address (Street)</b> عنوان فرع البنك	
<b>Bank City</b> مدينة فرع البنك	
<b>Bank Country</b> البلد	
<b>Beneficiary Account Name</b> إسم مالك الحساب (الوكيل السياحي)	
<b>Beneficiary Account Number</b> رقم الحساب	
<b>Swift Code</b> رقم السويفت الخاص بالبنك	
<b>Currency</b> العملة	
<b>Any other required details</b> أى معلومات أخرى	

Sincerely yours,

\_\_\_\_\_  
Name & title of Signatory

\_\_\_\_\_  
Signature

**Note: Provide signature verification by bank & stamp with Agency stamp**