



# IATA ID CARD PROGRAMME RENEWAL NOTICE

SAMPLE

Dear HONG, GIL DONG

Take this opportunity to renew your ID Card. It will help you to maintain access to thousands of special deals worldwide and ensures your identification as a travel professional in the industry. See our [latest offers](#) online at [www.agentexperience.com](http://www.agentexperience.com)

Please check all details carefully before signing and returning this form.

- Has your name changed? Please submit a copy of your new passport, driver's license etc with the renewal form
- Have you changed employer or moved to a different branch? Please submit a new application form that can be obtained from [www.iata.org/idcard-application](http://www.iata.org/idcard-application).

Your IATA/IATAN ID Card Team

HONG, GIL DONG  
 XXX TRAVEL CO LTD  
 \_\_\_\_\_ STREET  
 DISTRICT 1  
 XXXXXX  
 KOREA

- ☞ Name of cardholder
- ☞ Agency name and address

IATA numeric code : 17-3 XXXX 2

☞ Important: Forms must have the employer's signature.

Employee's Email Address:

Card type:	TACB	Date of Birth:	
UIR number:	KRXXXX	Position in company:	MANAGER
VER Number:	54XXXXXXXX	Duties in company:	INSIDE SALES
Current ID Card validity:	JUN2011	Hours per week:	35 HOURS OR OVER

Renewal fees 1 year validity card: IATA Accredited Agent USD 30

## HOW TO RENEW YOUR IATA IDCARD

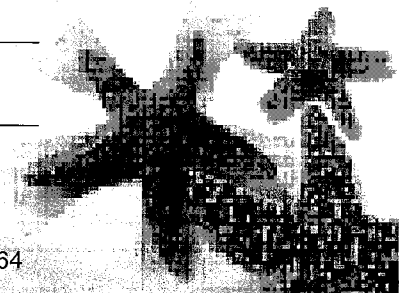
1. Print off this Renewal Form and complete it with the applicant's signature and employer's signature.
2. Pay for your renewed IATA ID Card:
  - Payment by Credit Card: Please pay online at [www.iata.org/paymentlink](http://www.iata.org/paymentlink) indicating your UIR Reference number KRXXXX and choosing the description "ID Card (Renewal)".
  - Payment by Bank Transfer: Any and all related bank charges are the sole responsibility of the Applicant. Please enclose a copy of your bank transfer payment slip with the application form. Bank Transfers must be made payable to IATA:  
 Bank Name & Address: Deutsche Bank AG, Singapore Branch, #15-00 South Tower, One Raffles Quay, Singapore 048583  
 SWIFT.: DEUTSGSG Account No.: 2500908-05-5 Account Name: IATA  
 Issuing Bank: \_\_\_\_\_ Date of Transfer: \_\_\_ (Dy) \_\_\_ (Mo) \_\_\_ (Yr)
3. Return this form to IATA by submitting it online on [www.iata.org/customer-aspac](http://www.iata.org/customer-aspac) or by post (see details below)
  - ☞ Please note that electronically submitted forms will be treated with priority!
4. Your ID Card will be delivered to you within 3-6 weeks.

## Employer's and employee's endorsement that above details remain correct:

We, the undersigned, hereby declare that we have read and accept the terms and conditions of the Cardholder Agreement (recto) and that the information furnished on this Renewal Form is true and correct. We also understand that any false declaration will lead to the cancellation and blacklisting of the ID Card. In addition, as Agency Owner/Manager, I as the Employer confirm that I am authorized to sign on behalf of the Agency indicated in this Application Form. I, the applicant, hereby consent to the collection, use and disclosure of my personal information for the purposes listed in the present form.

(신청자 사인)  
 \_\_\_\_\_  
 Signature of Applicant/Card holder  
 (신청일자)  
 \_\_\_\_\_  
 Date

(대표자 사인 / CEO)  
 \_\_\_\_\_  
 Signature of Employer/Title  
 (신청일자)  
 \_\_\_\_\_  
 Date



IATA ID Card Regional Office: 111 Somerset Road, #14-05, TripleOne Somerset, Singapore 238164