

sample



UIR For Office Use Only

IATA / IATAN Travel Agent ID Card Application Form

INSTRUCTIONS - Please read all instructions carefully before completing and PRINT CLEARLY

- STEP 1 Provide all requested information on Application Form incl email address & all necessary signatures.
STEP 2 Affix supporting documentation as applicable and a passport-standard/size photo (head and shoulders against a pale background), with your name and the agency's IATA Numeric Code printed on the back.
STEP 3 Return all completed forms to: www.iata.org/customer-aspac (upload of documents online; preferred option) or to IATA ID Card Regional Office: 111 Somerset Road, #14-05, TripleOne Somerset, Singapore 238164 (by regular mail; please expect process to take longer)
STEP 4 Once IATA has received and accepted your application you will be contacted by email for payment details & references. Upon payment please expect 3-6 weeks for the delivery of your IATA ID Card.

Attach a Passport-size/standard PHOTO here with adhesive.

Pls see instructions to the left!

AGENCY INFORMATION - *The applicant is employed by and physically works at the Agency location detailed below

IATA NUMERIC CODE (or IATA CODE) [] [] - [] [] [] [] []

Agency Legal Name

상호

XXX TRAVEL CO LTD

Agency Trading Name (Name to appear on the card - maximum 22 characters, including blanks)

주소

RMXX XXBldg Mapo-dong Mapo-gu Seoul

Agency Location: Street Number

Street Name

City/Town

전화번호

KOREA

100-XXX

82-2-3782-XXXX

Province

Country

Postal Code

Telephone (Inc. Area Code)

성별

성별 INFORMATION (Please check appropriate boxes)

SEX: M [] F []

TITLE: Mr [] Mrs [] Ms [] Other []

신청자명

HONG

First Name GIL-DONG

Middle Initial

Last Name (AS PER YOUR PASSPORT - Maximum 22 characters, including blanks, of which Last Name must not exceed 15 characters)

이메일

XXXX@XXX.co.kr

Business Email (mandatory - no application is accepted and processed without email address necessary to advice on payment details)

생년월일

Digital Photo []

.jpg

Date of Birth: (Dy/Mo/Yr)

(Pls check if digital photo is being submitted via e-mail. See above for instructions)

I have been employed in this industry, without interruption, as a travel professional since [] [] [] [] [] (Year)

I have been employed as a travel agent by the above agency since: [] [] [] [] [] / [] [] [] [] (Mo / Year)

IATA NUMERIC CODE of previous agency employer (if applicable): [] [] [] [] [] [] [] [] [] []

Please check one box only in each of the following 3 selections:

POSITION IN CURRENT AGENCY: 직책 M [] Manager C [] Shareholder (1) S [] Sole Proprietor/Owner (1) E [] Employee P [] Partner (1) I [] Independent Consultant/Broker (2)

DUTIES IN CURRENT AGENCY: 부서 I [] Inside Sales X [] Outside Sales S [] Customer Service A [] Administration O [] Accounting N [] Marketing

HOURS PER WEEK: 근무시간 1 [] 35 or more hrs 2 [] 25 to 34 hrs 3 [] 20 to 24 hrs 4 [] less than 20 hrs

(1) Owner of 20% or more. Must be on IATA's record, and devote a minimum of 20 hours per week to the Travel Industry. (2) A copy of the contract must be provided.

PAYMENT INFORMATION

IATA will contact you, by email, for payment details and reference once your application is accepted.

Please tick applicable annual fee:

- [x] Travel agents working for a fully IATA accredited travel agency: USD 30
[] Travel agents working for a TIDS travel agency: USD 50
[] Travel agents working for a fully IATA accredited travel agency in Singapore only (incl 7% GST): USD 32.10
[] Travel agents working for a TIDS travel agency in Singapore only (incl 7% GST): USD 53.50

Promotion Code (if applicable)

Please turn over

(except Australia & South Pacific Islands)

ASIA / PACIFIC



