

Sample



APPLICATION FORM FOR APPROVAL AS AN IATA PASSENGER SALES AGENT

The information requested below is required by IATA to assist in determining the eligibility of the applicant for inclusion on the IATA Agency List. Type or print clearly the answers to all questions on this form. Where additional space is required, or where you wish to supplement your answer and there is insufficient space, attach to this form additional sheets containing the data. Retain a copy of this application for your permanent records at the agency location.

NOTE: A separate form is required for each agency location for which approval is sought.

SECTION 1 - IDENTIFICATION OF AGENCY LOCATION FOR WHICH APPROVAL REQUESTED

(여행사명) 1.1 Legal name: ABC TRAVEL CO., LTD

1.2 Trade name, if different from 1.1 above:

1.3 Full address of the office for which application for approval is made:
(주소) RM 2306, HanJin Bldg., Telephone No: 82-2-123-4567
#118, Da-Dong, Telefax No: 82-2-111-111
Jung - Gu. Seoul E-Mail: abc@xxx.com
KOREA Website:

(우편번호) 100-070

1.4 If registration and/or license is required by law in your country, give:

- 1. the trade registration or license number of the agency: Chung-Ku : 12-15 (관광사업자등록증번호)
2. the date this was granted: 27 May 2005 (관광사업자등록증발급일)
3. please attach a copy of the official certificate of registration and/or license

1.5 Date on which the office for which approval is sought opened as a travel agency. Jan 2001 (회사 설립일)

SECTION 2 - GENERAL INFORMATION

2.1 Is approval sought as:

2.1.1. A head office location (본사 신청 여부); YES [checked] NO [ ]

2.1.2. A branch office location of an IATA Approved Agent YES [ ] NO [checked]

If Yes: (지점 신청 여부)

2.1.2.1 Give name, address, telephone number, e-mail address and IATA Numeric Code of IATA Approved Head Office

지점신청인 경우 | Telephone No:
작성 요망 | Telefax No:
E-Mail:
Website:

IATA Numeric Code: [ ] [ ] - [ ] [ ] [ ] [ ] [ ] (지점 신청일 경우 본점의 IATA CODE 기재)



2.1.2.2 Is the branch office (지점일 경우 체크)

(i) wholly owned by this Head Office? (본사의 소유) YES  NO

(ii) Wholly managed by this Head Office? (본사에서 관리) YES  NO

2.1.2.3 Is this application for an On-line Agency (issuing only Electronic Tickets)? YES  NO

2.2 Specify legal status:

Sole proprietorship (개인 기업) |  partnership (동업 회사) |  limited liability company (유한 회사)

Other (describe)..... Corporation (주식회사).....

2.3 If your travel agency is owned by an organization other than the head office mentioned above, answer the following with respect to the parent organization:

1. What is its legally registered name and address? .....

.....

2. What is the principal business of this organization? .....

.....

### SECTION 3 – FINANCIAL INFORMATION OF BUSINESS ENTITY

Specify as applicable:

3.1 Registered capital: KRW 500,000,000 (자본 총액)

3.2 Paid-up capital: KRW 500,000,000 (자본금)

3.3 Minimum paid-up capital required by the law of your country: KRW 100,000,000

3.4 VAT No. 180-0000000 (사업자 등록 번호)

3.5 Attach a copy of your current financial statements including balance sheet and profit and loss account certified by a chartered, certified public or certified general accountant.

### SECTION 4 - BUSINESS ENTITY OF AGENCY

4.1 IF SOLE OWNER: (개인기업일 경우 기재)

Name	Address, Telephone, Fax and Email	% of time devoted to the agency business

4.2 IF PARTNERSHIP: (동업회사일 경우 기재)

Names and Titles of Partners	Address, Telephone, Fax and Email	% of time devoted to the agency business	Financial Interest %



4.3 If CORPORATION: (주식 회사일 경우 기재)

1. When and where incorporated:

(주주의 상근 여부)

(주식 자본율)

(주주명)

2. Names of shareholders*	Address, Telephone, Fax and Email	% of time devoted to the agency business	Financial Interest % (i.e. share-holding)
KIM, GIL DONG	x	100%	50%
PARK, CHA RA		50%	25%
LEE, NA RA		50%	10%
OTHER		-	15%

상위 3명 그외  
Other로 처리

\* except where your organization is a legal entity whose shares are listed on a security exchange or are regularly traded in an 'over-the-counter' market.

3. Name and Titles of Directors and Officers (임원성명과 직위기재)

Mr. \*\*\* President

Mr. ### Director

Ms. @@@ Auditor

4.4 IF NONE OF ABOVE APPLIES, fully describe the type of business entity, when and where organized and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address, telephone number, fax number, email address and percentages of their time devoted to the agency business:

**SECTION 5 - DETAILS OF OWNERS, MANAGERS AND STAFF OF AGENCY**

5.1 Attach a list setting forth the names and experience in the travel industry of managerial personnel and other full-time travel staff members qualified and competent to sell international air transportation and issue travel documents, giving details as follows:

1. Name of manager or staff: Mr. Park, Cha (대표자명)

2. Position or title: President (대표자 직함)

3. Date joined agency location for which approval is sought: 1 Jan 2002 (현 직장 입사일)

4. Name of previous employer(s) and address(es). If previous employer(s) were travel agents, indicate if IATA approved or not:

5. Date(s) of previous employment (month/year):

6. Position held during previous employment:

**NOTE:** List relevant qualifications (Diploma/Certificate certifying the successful completion of an airline or IATA/UFTAA training course or equivalent).



5.2 If any of the questions below are answered in the affirmative, give the name(s) of the agency or agencies and location(s) involved, the relationship of the individual(s) with the agency or agencies, the date of the bankruptcy or default and all pertinent details:

1. If a sole proprietor, have you:

- (a) been involved in bankruptcy proceedings? YES  NO   
if so, are you now legally and fully discharged of their obligations by the court involved? YES  NO
- (b) at any time been a director or had a financial interest or a position of management in an IATA Agent which has been removed from the IATA 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 met by recourse to a financial bond or guarantee? YES  NO
- (c) been found guilty of willful violations of fiduciary obligations in the course of business? YES  NO

2. If an unincorporated firm, partnership or association, have any partners or any individual having authorization to act and sign on behalf of such firm, partnership, or association:

- (a) been involved in bankruptcy proceedings? YES  NO   
If so, are they now legally and fully discharged of their obligations by the court involved? YES  NO
- (b) been a director or had a financial interest or a position of management in an IATA Agent which has been removed from the IATA 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 met by recourse to a financial bond or guarantee? YES  NO
- (c) been found guilty of willful violations of fiduciary obligations in the course of business? YES  NO

3. If a corporation, have any officers, directors or managers:

- (a) been involved in bankruptcy proceedings? YES  NO   
If so, are they now legally and fully discharged of their obligations by the court involved? YES  NO
- (b) been a director or had a financial interest or a position of management in an IATA Agent which has been removed from the IATA 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 met by recourse to a financial bond or guarantee? YES  NO
- (c) been found guilty of willful violations of fiduciary obligations in the course of business? YES  NO



**SECTION 6 – PREMISES OF AGENCY LOCATION FOR WHICH APPROVAL REQUESTED**

6.1 What are the normal business hours and days of the week that the office is open:

(근무시간)

*Monday to Friday : 09~16*

*Saturday : 09~13*

*Sunday or Holidays : Closed*

6.2 Are the premises located at an airport? (사무실이 공항에 위치해 있는가?) YES

NO

6.3 Describe the means by which the premises are identified as a travel agency:

6.4 Attach a photograph of the exterior and of the interior of the location.

6.5 If an On-line Agency specify URL address .....

**SECTION 7 - SECURITY OF TRAFFIC DOCUMENTS AND AIRLINE IDENTIFICATION PLATES**

Applicants will be required to provide evidence at the time of inspection that they meet the requisites for Traffic Document security, as advised by the Agency Services Office.

7.1 Describe the type of facility you have in the agency for the storage of your on-premises working supply of Traffic Documents or other accountable documents:

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.....  
.....

**SECTION 8 - OTHER INFORMATION**

8.1 Is the agency a General Sales Agent for any IATA or non-IATA airline? YES

NO

If yes, specify: (항공사의 GSA 인가?)

1. Name of airline(s): .....

2. Scope of operation: .....

3. GSA territory: .....

8.2 Provide the names of individuals authorized to sign, on behalf of the applicant, documents which relate to the day-to-day operation of the travel agency: (결재권을 가지고 있는 대표이사 또는 임원기재)

*Mr. Park , Na Ra (President)*

8.3 Submit in accordance with the attached format, a statement of your current international air passenger transportation sales.



8.4 If approved as an IATA Agent, what do you estimate will be the gross amount of international air transportation sales of IATA carriers at the location for which approval is requested: ( IATA 인가 후 예상 실적)

(a) In your first year? ... KRW 2,200,000,000 |

(b) In your second year? ... KRW 3,000,000,000 |

8.5 Is your agency an IATA Registered Cargo Agent?

YES

NO

If so, name under which it is registered: (IATA CARGO AGENT로 등록되어 있는지 여부) |

.....  
.....  
.....

IATA Numeric Code: -

8.6 Attach a sample of your agency's letterhead.

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

It is hereby agreed that this application shall become a part of every Sales Agency Agreement signed with Members of IATA for the sale of international air passenger transportation, and as such, all information contained herein will be treated as confidential (excluding the information contained in Section 1). Notwithstanding the foregoing, the applicant authorizes IATA to use and process the information contained in Sections 2.1.2.2, 2.2, 4, 5.1.1 and 5.1.2, in order to produce and distribute databases among the airline industry participants.

The applicant hereby expressly waives any and all claims, causes of action or rights to recovery 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.

The applicant understands and agrees that if the application for accreditation as an IATA Agent is disapproved, he will not claim any commission, remuneration or compensation for the sale of air transportation over the services of any IATA Member during the period the application was under consideration.

The applicant understands and agrees to pay the application entry and annual fees, in the amounts determined by the Conference in consultation with the Director General and as advised by the Agency Administrator, for inclusion and retention on the Agency List. If the application is rejected, the entry and initial annual agency fees shall be returned to the applicant.

(대표이사 싸인)

Signature of Applicant

KOREA

Country

(대표이사 영문명) PARK, CHA

Print/Type Name of Applicant

27 AUG 2011

Date

(신청일자)

(대표이사 직함) President

Title/Position

명판

법인인감

Note. The application should be submitted to the IATA Agency Services Office and must be complete in all respects before processing can begin.

