

## **CHECKLIST FOR ACCREDITATION IN IATA**

**Please prepare the following documents for submission:**

- ↗ Paid up capital >= PKR 4 million
- ↗ A legal entity appointed by an air carrier as a GSSA can not apply for accreditation as an IATA Cargo Agent.
- ↗ Legal Business Entity

### **a) If a Company**

1. Official Certificate of Company Registration
2. Article & Memorandum of Association.
3. Form A – Annual return of company's having share capital
4. Form 29 – Particulars of directors and officers, including the chief executive, managing agent, secretary, chief accountant, auditors etc
5. Details of Shareholders with photo & NIC Copy
6. Form 3, Form 7, Form 21, Form 26, Form 27 (if any) \_\_\_\_\_

### **(b) If a Partnership**

1. Registered Deed of Partnership with Registrar of Firm
2. Details of Partners with Photo & NIC Copy

### **(c) If a Sole Proprietorship:**

1. Photo & NIC copy of the Sole Proprietor
  2. Deed of sale/transfer of ownership
- ↗ TWO Basic/Advanced Cargo Certificates or equivalent Cargo Course Certificates.
  - ↗ TWO Dangerous Goods Training Course Certificates from any IATA Airline, IATA/FIATA or IATA DGR Authorized Training School. (DGR Certificates submitted must not exceed two years from the date of issue
  - ↗ Sample of Company Letterhead
  - ↗ Latest Certified and Audited Balance Sheet, Profit & Loss Account, Schedules, Auditors/Directors Report and Notes to Account (not more than six (6) months old at the time of submission of the Application for IATA Accreditation.)

- Office Lease Agreement or Documentary evidence of ownership
- Insurance Policies to cover agents' liability for loss of or damage to shipper's cargo from Fire, Theft/Burglary, Public Liability or Bailee.
- National Tax Number (NTN) Certificate with correct Travel Agency Legal Name, location address and National Tax number. The details in the National Tax Number (NTN) Certificate must be exactly the same as the details in your Agency Application form & legal documents.
- Financial Guarantee - the level and mandatory sample text will be informed after receipt of the financial statements. New Agent is mandatory to submit bank guarantee. Insurance bond is not eligible for New Agent.
- If a document is in foreign language, a translation in English is required. All the translation documents must be notarized by Notary Public.
- A cheque of Rs. 100,000/- as ACAAP Facilitation Fee

## **FEES**

### **HEAD OFFICE**

#### **JOINING FEES**

APPLICATION FEE (NON REFUNDABLE)	USD775.00
REGISTRATION FEE	USD195.00
ANNUAL FEE (INITIAL)	USD260.00
INVESTIGATION FEE	USD50.00
CARGO COMMISSIONER FEE	USD10.00
CERTIFICATE FEE	USD25.00
POSTAGE FEE	USD50.00
<b>TOTAL JOINING FEE</b>	<b>USD1365.00</b>

#### **ANNUAL FEES**

ANNUAL FEE	USD260.00
CERTIFICATE FEE	USD25.00
CARGO COMMISSIONER FEE	USD10.00
<b>TOTAL FEE</b>	<b>USD295.00</b>