

| | |
|---|---|
| Application to become an ATC | <input type="checkbox"/> |
| Application for head office and branch location(s) | <input type="checkbox"/> # of Branches _____ |
| Application for additional branch location(s) (<i>existing ATC</i>) | <input type="checkbox"/> # of Branches _____ |
| Application for an additional programme (<i>existing ATC</i>) | <input type="checkbox"/> Programme _____ |
| Application for additional courses (<i>existing ATC</i>) | <input type="checkbox"/> <i>Please check the courses on page 3</i> |
| For existing ATC – please indicate your programme | |
| <input type="checkbox"/> International Travel & Tourism Programme ATC | Authorisation ID _____ |
| <input type="checkbox"/> Aviation Training Programme ATC | Authorisation ID _____ |
| <input type="checkbox"/> International Cargo Agent Training Programme ATC | Authorisation ID _____ |
| | <i>Your Authorisation ID number is printed on your certificate.</i> |

Identification – Head Office location

| | |
|---|--|
| Director or Training Manager Name: | Mr. /Mrs. /Ms: |
| First Name: | Job Title: |
| Organisation Name: | |
| Address: | |
| City: | Country: |
| Tel number: | Fax number: |
| <i>Country code / Area code / Tel no</i> | <i>Country code / Area code / Tel no</i> |
| Email 1: | Email 2: |
| Website : http:// | |
| Registration or licence number (if applicable): | |
| Date of registration: | |

Identification – Branch location(s)

If you seek authorisation for more than one branch location, please copy and complete this page for each branch.

| | |
|---|--|
| Branch Manager Name: | Mr. /Mrs. /Ms: |
| First Name: | Job Title: |
| Organisation Name: | |
| Address: | |
| City: | Country: |
| Tel number: | Fax number: |
| <i>Country code / Area code / Tel no</i> | <i>Country code / Area code / Tel no</i> |
| Email: | E-mail 2: |
| Website: http:// | |
| Registration or licence number (if applicable): | |
| Date of registration: | |

Classroom, Equipment and Industry Publications

Please specify whether the below information is for the Head Office or Branch location (s).

Head Office Location Branch name: _____

If you seek authorisation for one or more branch locations, please copy and complete this page for each location.

Courses / programmes offered at your organisation

Aviation Cargo Travel and Tourism Hospitality Business Management
 Other - please specify: _____

Classroom and Equipment available at your organisation

| | |
|---|--|
| <input type="checkbox"/> Number of classrooms for course instruction Qty: _____ | <input type="checkbox"/> Classroom seating capacity Qty: _____ |
| <input type="checkbox"/> Personal Computer(s) with CD ROM Qty: _____ | <input type="checkbox"/> LCD Projector Qty: _____ |
| <input type="checkbox"/> Internet Access Qty: _____ | <input type="checkbox"/> Cargo Booking Terminal(s) Qty: _____ |
| <input type="checkbox"/> Air Waybill Printer Qty: _____ | <input type="checkbox"/> Other - please specify: _____ |

Industry publications subscriptions

| | |
|--|-----------------------------------|
| <input type="checkbox"/> IATA Passenger Fare Construction Handbook | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> IATA Ticketing Handbook | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> Passenger Air Tariff (1 complete set – worldwide edition) | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> IATA Travel Information Manual (TIM) or TimaticWeb | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> IATA Live Animals Regulations Manual | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> IATA Dangerous Goods Regulations Manual | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> IATA Perishable Cargo Regulations Manual | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> OAG Cargo Guide | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> The Air Cargo Tariff (TACT) | Qty: _____ Date of edition: _____ |
| <input type="checkbox"/> Other - please specify: _____ | Qty: _____ Date of edition: _____ |

To know more about IATA Publications & Interactive Tools, please visit: <https://www.iata.org/ps/publications/>

Business Planning

If you are applying for more than one course, please copy and fill in this page for each course.

Course name: _____

Number of planned courses per year: _____

Expected number of students per course: _____ Students

Your organisation's enrolment deadline for each term: _____

Planned date of first examination (MM/YYYY): _____

Duration of each course in total: _____ hours

Student tuition fee (including IATA Enrolment Fee): _____ US Dollars

Is the IATA course stand-alone or part of another programme you are offering? Yes No

If yes, please describe the programme _____

How will you attract your audience and promote the IATA course?

| | |
|---|--|
| <input type="checkbox"/> Your organisation's website | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Newspaper (please name : _____) | <input type="checkbox"/> Mass Mailing |
| <input type="checkbox"/> IATA Website http://www.iata.org/ps/resellers/index.htm | <input type="checkbox"/> Seasonal Discounts |
| <input type="checkbox"/> Student Fairs - please specify: _____ | <input type="checkbox"/> Promotions |
| <input type="checkbox"/> Magazines - please specify: _____ | <input type="checkbox"/> Other - please specify: _____ |

Authorised Training Centre obligations

Minimum Student Enrolment Criteria

Each Head Office and Branch locations are required to enrol a minimum of 30 students per annum to maintain the ATC status.

ATC Application Evaluation Fee, Network Access Fee & Annual Authorisation Fee

- A non-refundable Application Evaluation Fee of **350 USD** is required for all new applications. *Not required for application from existing ATCs.*
- ATC Network Access Fee of **5,000 USD** and,
- Annual Authorisation Fee: **2,500 USD** Developing Nation (DNA) or **3,000 USD** Non-Developing Nations (NDNA) *For new ATCs, the Annual Fee is prorated for each full Office of operations in the first year.*

Current applicable fees and minimum student enrolment criteria are published on the IATA website at www.iata.org and are subject to change without prior notice.

Payable

- By cheque.** Provided that it is drawn on a North American bank and micro-encoded.
- By credit card.** Kindly send an email or a fax with the following information: credit card number, the name of the credit card holder as well as the expiry date to our office at atcinfo@iata.org.
- By bank transfer.** Kindly send an electronic or a fax copy of the transfer to our office at atcinfo@iata.org.

*The Royal Bank of Canada
Main Branch: 1 Place Ville Marie, Montreal, Quebec, Canada, H3C 2B5
Bank Number: 003
Transit Number: 00001
IATA ACCOUNT NUMBER: 400-749-8
Swift Code: ROYCCAT2*

Shipping Instructions

Please send your application and your evaluation fee to either of the following two addresses:

Email to : atcinfo@iata.org

Mail to : IATA Training & Development Institute (ITDI)
Distance Learning Programmes
Manager, Channel Partners Business Development
800 Place Victoria
P.O. Box 113
Montreal, Quebec
Canada H4Z 1M1

Signature: _____ Date: _____