



IATA TRAVEL AGENT

CHANGE GUIDE

<BSP SRI LANKA>



✓ CHECK LIST

Change of Ownership

Instructions and special requirements in order to notify IATA of a Change of Ownership:

- **Application Form completed signed and stamped by authorized personnel of the Agency.** Original Copy

LEGAL

- **Current Certificate of Business Registration/ Certificate of Incorporation.** 1 Copy
- **Current Grade 'A' License issued by Civil Aviation Authority of Sri Lanka.** 1 Copy
- **Articles of Incorporation: original & with any amendments.** 1 Copy
- **Details of stockholders, managers and staff list.** 1 Copy
- **The following should be submitted in the event that stockholders in the application form are different from those listed in the Articles of Incorporation:** 1 Copy
 - a) Minutes of Meeting approving the sale/transfer of shares, and
 - b) Deed of sale/transfer of shares

STAFF

- **Provide proof of employment of competent and qualified employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP** 1 Copy

FINANCIAL

- **Latest Certified and Audited Balance Sheet and Profit & Loss Account (not more than one year old at the time of submission).** 1 Copy
- **Latest Sales Reports for IATA Member Airlines certified by Auditor for the balance sheet period.** 1 Copy

PREMISES

- **Valid lease/rental/ownership agreement of premises.** 1 Copy
- **Photographs of premises: exterior with clear signboard / interior of the Travel Agency location.** 1 Copy

OTHERS

- **Sample of company letterhead.** 1 Copy
- **Bank Guarantee: to cover average 17 days trading or a minimum of LKR 2.5 million, whichever is higher. Bank Guarantee should be obtained from an investment grade rated bank (please refer to www.fitchratings.lk).**

Change of Name

Instructions and special requirements in order to notify IATA of a Change of Name:

- | | | |
|----------------------------|--|---------------|
| ↗ <input type="checkbox"/> | Completed Notice of Change Form signed and stamped by authorized personnel of the Agency. | Original Copy |
| ↗ <input type="checkbox"/> | Minutes of Board of Directors' Meeting approving this change. | 1 Copy |
| ↗ <input type="checkbox"/> | Where firm is a Corporation, a Board of Directors' Resolution proving change of name/legal status. | 1 Copy |
| ↗ <input type="checkbox"/> | Legal/Government proof of change of name/status. | 1 Copy |
| ↗ <input type="checkbox"/> | Amended Bank Guarantee showing change of name. | |

Change of Location

Instructions and special requirements in order to notify IATA of a Change of Location:

- | | | |
|----------------------------|---|---------------|
| ↗ <input type="checkbox"/> | Completed Notice of Change Form signed and stamped by authorized personnel of the Agency. | Original Copy |
| ↗ <input type="checkbox"/> | Provide proof of employment of competent and qualified employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP | 1 Copy |
| ↗ <input type="checkbox"/> | Current Grade 'A' License issued by Civil Aviation Authority of Sri Lanka. | 1 Copy |
| ↗ <input type="checkbox"/> | Valid lease/rental/ownership agreement of premises. | 1 Copy |
| ↗ <input type="checkbox"/> | Photographs of premises: exterior with clear signboard / interior of the Travel Agency location | 1 Copy |
| ↗ <input type="checkbox"/> | Sample of company letterhead. | 1 Copy |

Change of Name and Location

Instructions and special requirements in order to notify IATA of a Change of Name and Location:

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|----------------------------|---|---------------|
| ↗ <input type="checkbox"/> | Completed Notice of Change Form signed and stamped by authorized personnel of the Agency. | Original Copy |
| ↗ <input type="checkbox"/> | Minutes of Board of Directors' Meeting approving this change. | 1 Copy |
| ↗ <input type="checkbox"/> | Where firm is a Corporation, a Board of Directors' Resolution proving change of name/legal status. | 1 Copy |
| ↗ <input type="checkbox"/> | Legal/Government proof of change of name/status. | |
| ↗ <input type="checkbox"/> | Amended Bank Guarantee showing change of name. | 1 Copy |
| ↗ <input type="checkbox"/> | Current Grade 'A' License issued by Civil Aviation Authority of Sri Lanka. | 1 Copy |
| ↗ <input type="checkbox"/> | Provide proof of employment of competent and qualified employee(s) with the ability to sell international air transportation and issuing of electronic travel documents and report these to the BSP | 1 Copy |
| ↗ <input type="checkbox"/> | Valid lease/rental/ownership agreement of premises. | 1 Copy |
| ↗ <input type="checkbox"/> | Photographs of premises: exterior with clear signboard / interior of the Travel Agency location. | 1 Copy |
| ↗ <input type="checkbox"/> | Sample of company letterhead | 1 Copy |

Major Change of Shareholding

Instructions and special requirements in order to notify IATA of a Major Change of Shareholding:

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|---|---------------|
| ↗ <input type="checkbox"/> Completed Notice of Change Form signed and stamped by authorized personnel of the Agency. | Original Copy |
| ↗ <input type="checkbox"/> Where firm is a Corporation, a Board of Directors' Resolution proving Change of Shareholdings. | 1 Copy |
| ↗ <input type="checkbox"/> Legal/ Government proof of Change of Shareholding. | 1 Copy |
| ↗ <input type="checkbox"/> Latest Certified and Audited Balance Sheet and Profit & Loss Account (not more than one year old at the time of submission). | 1 Copy |
| ↗ <input type="checkbox"/> Latest Sales Reports for IATA Member Airlines certified by Auditor for the balance sheet period. | 1 Copy |
| ↗ <input type="checkbox"/> Minutes of BOD meeting approving this change. | 1 Copy |

Minor Change of Shareholding

Instructions and special requirements in order to notify IATA of a Minor Change of Shareholding:

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|--|---------------|
| ↗ <input type="checkbox"/> Completed Notice of Change Form signed and stamped by authorized personnel of the Agency. | Original Copy |
| ↗ <input type="checkbox"/> Legal/ Government proof of Change of Shareholding | 1 Copy |

Voluntary Relinquishment

- | | |
|---|---------------|
| ↗ <input type="checkbox"/> Voluntary Relinquishment Form signed by authorized person and stamped by the registered corporate seal of the Agency | Original Copy |
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Please note:

1. If a document is in a foreign language, a translation in English is required. **All the translation documents must be notarized by Notary Public.**
2. All requirements stated in this checklist must be submitted before processing can commence.
3. All attachments must be on company letterhead and duly noted by an authorised company signatory.
4. All documents must be in A4 paper size based on international standard: ISO216.

FEEES

TYPE OF CHANGE	Head Office	Branch Office	Specific Sales Activities
CHANGE OF OWNERSHIP	USD1,319	USD262	USD237
CHANGE OF NAME	USD519	USD519	USD494
CHANGE OF LOCATION	USD494	USD494	USD494
CHANGE OF NAME AND LOCATION	USD519	USD519	USD494
MAJOR CHANGE OF SHAREHOLDING - for transfer quantity of shares 30% or more, of total shareholding	USD825	-	-
CHANGE OF LEGAL STATUS	USD1,319	USD262	USD237

Please note:

Fees shown are inclusive of refundable and non-refundable charges. You will be advised of fees breakdown upon acceptance of your change application.

CONTACT DETAILS

Send the application & documents to:

ADDRESS:	AGENCY MANAGEMENT INTERNATIONAL AIR TRANSPORT ASSOCIATION #14-05, TripleOne Somerset 111 Somerset Road Singapore 238164
WEB PORTAL	http://www.iata.org/customer-portal