



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

CIVIL AVIATION DEPARTMENT
MINISTRY OF TOURISM AND CIVIL AVIATION
Male'
Republic of Maldives

AIR TRANSPORT CIRCULAR

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RULES GOVERNING AIR TRANSPORT SALES IN THE MALDIVES

1. GENERAL

- 1.1 This Circular amends the rules governing the sale of international air transportation in the Maldives dated 12 March 1998.

2.0 RULES

- 2.1 Sale of international air transportation shall be under an Air Transport Sales Agency Approval (ATSAA) granted in accordance with the terms and conditions stated below;
- 2.2 ATSAA may be granted to;
- an airline(s), designated under an Air Services Agreement with the Maldives, in accordance with the prevailing laws and regulations on the conduct of business in the Maldives.
 - General Sales Agents (GSA), Passenger Sales Agents (PSA) and / or Cargo Sales Agents (CSA) by companies duly registered in the Maldives. Such companies shall have at least 51% of the shares with Maldivian Citizens or the Maldivian Government.
- 2.3 If acting as a sales agent as referred in 2.2 (b) above, the company shall enter into an agreement with the respective airline(s) outlining the terms and conditions.
- 2.4 Applicants for ATSAA must submit following documents to Civil Aviation Department.
- Completed application form
 - Copy of agreement specified in 2.3, if acting as an agent.
 - In the case of airline(s) stipulated in 2.2 (a), copy of the authorisation issued by the competent Maldivian Authority.

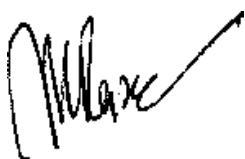
- d) Copies of Certificate of Registration, Memorandum and Articles of Association of the Company as applicable.
- e) Training Certificate(s) of sales personnel.

2.5 Applicants for ATSAA shall comply with following conditions: -

- a) Availability of suitably trained sales personnel: -
 - i) The minimum criteria for sales personnel qualifications must include at least one of the following as applicable:
 - Certified airline international ticketing / cargo course.
 - IATA/UFTAA Diploma.
 - Previous experience with an IATA or scheduled non-IATA airline or with an IATA Accredited Agent, of which at least one year must have been of ticketing or cargo sales experience.
 - ii) Must employ at the location concerned, at least two full-time sales personnel.
 - iii) Where this regulation requires two qualified full-time sales personnel to be employed, they may meet those requirements with one full-time qualified sales person and two part-time persons, also qualified, each working one-half of the normal full-time working hours.
- b) Availability of suitable locations:-
 - i) The place of business must be regularly open for business, i.e. provision of service at least six days a week, minimum of 7 hours a day.
 - ii) The place of business must be clearly identified as a sales agency and be freely accessible to the general public.
 - iii) An agency located in the premises of a commercial firm, or organisation, must:
 - be clearly identified as a sales office conducting its activities separately from other activities in such premises; and
 - have a separate telephone number.
- c) Availability of adequate security;

Must comply with the minimum criteria as stated below concerning the security arrangements, both with regard to premises and the safe custody of Traffic Documents
 - all access points to the premises must be equipped with locks and secured when premises are not manned.
 - the location must have steel fireproof safe with key and combination lock which should not be less than 182kg; if less than 300kg, safe must be bolted, cemented or otherwise secured to wall or floor.
- d) Availability of necessary Computer Reservation System (CRS) facilities.

- 2.6.** ATSAA holders shall pay fees and charges as follows;
- a) Approval charge of USD 100.00 (United States Dollars One Hundred) or equivalent in Maldives Rufiyaa payable at issuance (applicable from January 2008).
 - b) Agency fee of USD 100.00 (United States Dollars One Hundred) or equivalent in Maldives Rufiyaa, per month.
 - c) Agency fee shall be paid by 10th day of each calendar month. The agency fee maybe paid annually too. Payments made will not be reimbursed in the event the company ceases to trade.
 - d) The approval granted will be suspended if the fee is not paid before the 10th day of the month (as stipulated in 2.6 (b)). Approval will be re-instated upon payment of a penalty of MRF 1,000.00 (Maldives Rufiyaa One Thousand), in addition to the fee in arrears.
 - e) The approval granted will be revoked if the fee is not paid by the end of the month.
- 2.7** Any change of ownership/legal status of the ATSAA holder must be notified to the Civil Aviation Department with necessary documents no later than 7 days of such change.
- 2.8** Any change to the name or location of the sale agency must be informed to the Civil Aviation Department and approval must be obtained / varied.
- 2.9** If at any time the Executive Director has reasons to believe an ATSAA holder does not meet the conditions prescribed in this Circular, the Director may suspend the approval with adequate notice.
- 2.10** When notice of suspension is received, the ATSAA holder shall make good the deficiency within the notice period. However, if the deficiency still exists at the end of the notice period, the approval shall be revoked. Such an ATSAA holder will be entitled to re-apply only after 3 months.
- 3. CANCELLATION**
- 3.1** This Air Transport Circular, cancels the current rules governing the Air Transport sales in the Maldives dated 12th March 1998.



Mahmood Razee
EXECUTIVE DIRECTOR