



## Application for approval as an Air Transport Sales agents

☐ New Application ☐ Variation

Reason for variation: ☐ Additional air carrier(s)  
☐ Additional sales office  
☐ Other (specify).....

### 1. IDENTIFICATION OF AGENCY/AIR CARRIER

Approval Number (if apply for variation): .....

a) Legal Name: .....

b) Trade Name: (if different from (a)) .....

c) Contact Address: (include phone number(s), E-mail, URL, etc).....

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d) Postal Address: (if different from (c)).....

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f) Registration number of the company: .....

g) Date of Registration: .....

\* Attach copies of certificate of registration, Profile Sheet from the Government Business Portal

### 2. BUSINESS ENTITY

a) Are you a:

☐ Air operator registered in Maldives ☐ Sole proprietorship  
☐ Partnership ☐ Private limited company  
☐ Public limited company

Others (specify).....

d) Name(s) of owner/shareholders: .....

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e) Name and titles of principal directors/officers: .....

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3. **SPECIFIC INFORMATION** (if applying to act as Sales Agent of an air carrier)

a) Give full name and address of air carrier you wish to act as sales agent:

Air carrier 1: .....

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Air carrier 2: .....

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b) Approval sought as:

Air Carrier 1: ☐ GSSA ☐ GSA ☐ PSA ☐ CSA ☐ NDC

Air Carrier 2: ☐ GSSA ☐ GSA ☐ PSA ☐ CSA ☐ NDC

\* Attach a copy of the agreement between your company and the air carrier along with the letter of appointment

\* If additional space is required for this item, attach additional sheets of paper

- GSSA means General Sales and Services Agent
- GSA means General Sales Agent
- PSA means Passenger Sales Agent
- CSA means Cargo Sales Agent
- NDC means IATA New Distribution Capability

#### 4. STAFF

Give name(s), position or title and work experience of full-time and/or part-time staff members (in reference to clause MCAR-251.B.15 (b) of the MCAR-251 International Air Transport Sales) who will be employed in the agency and who are qualified and competent to sell international air transportation. Please attach relevant training certificate(s).

[illegible]

## 5. PREMISES OF AGENCY/AIR CARRIER LOCATION

- a) Give name, contact/postal address of the agency location for which approval sought (*include phone number(s) and E-mail*);

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- b) Give name, contact details of the accountable person (*include phone number(s) and E-mail*)

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- c) Is the agency located in the premises of a commercial firm or organization?

☐ Yes☐ No

- d) Give a brief description of other works carried out in the premises:

[illegible]

6. OTHER INFORMATION (if applying to act as Sales Agent of an air carrier)

a) Who will provide you booking platform: .....

b) Are you a Computer Reservation System (CRS) Subscriber: ☐ Yes ☐ No

If no

c) Who will provide you with CRS facilities: .....

c) Give name(s) of participating GDRS in the CRS you will be using: .....

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d) Are you an IATA approved agent: ☐ Yes ☐ No

f) Give IATA Numeric Code and the date this was granted: .....

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(Attach a copy of approval certificate)

g) Are you a travel agent ☐ Yes ☐ No

If yes

h) Give the registration number: .....

i) Date of Registration: .....

j) Date travel agency was opened: .....

(Attach a copy of certificate of registration)

k) Do you represent any air carrier in the Maldives: ☐ Yes ☐ No

If yes:

l) Give the name(s) of air carrier(s) you represent and precise functions you perform:

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I hereby certify that the foregoing statements (including statements made in attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorized by the company identified in 1(a) to make these statements and file this document.

Signature: ..... Affix official Stamp of the company

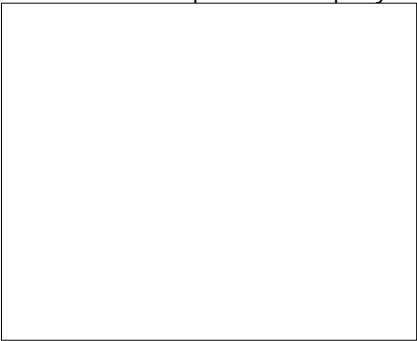
Name of applicant: .....

Contact (*phone number, E-mail*): .....

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Position/Title: .....

Date: .....



## SUBMISSION AND PAYMENT INSTRUCTION

- Submit the completed application form to Maldives Civil Aviation Authority, together with "application processing fee" MVR/US \$ ..... being payable in accordance with MCAR- 251, Air Transport Sales.

### **Payment Methods:**

- **Bank Transfers:** Payments can be made to MMA via ACH or RTGS. Once payment is made, please share the transaction details, including the transaction number, date, and the Certificate Number being paid, to facilitate tracking and record updates.
- **BandeyriPay Service:** To make a payment, complete the "Payment Request Form" at <https://bp.finance.gov.mv/> After submission, you will receive a BML mPOS payment link to finalize the transaction. A confirmation email will be sent once the payment is successfully processed.

MCAA use only

Receipt/Invoice Number:

Date:

## GUIDANCE NOTE

- A separate application is required for each air carrier agency for which approval is sought.
- A separate application is required for each agency location for which approval is sought.
- If additional space is required for any item, attach additional sheets of paper.
- Your application form will be rejected and returned to you if you do not supply all the necessary information and/or the correct application processing fee.

### Supporting documents check list

- ☐ Copy of certificate of Business registration,
- ☐ Copy of Profile sheet from government business portal
- ☐ Copy of the agreement between your company and air carrier
- ☐ Copy of the letter of appointment (must be submitted by air carrier)
- ☐ Copy of relevant training certificate(s)
- ☐ Copy of IATA approval certificate (If IATA registered)
- ☐ Copy of travel agency certificate of registration (If registered as a travel agency)