



Application for approval as an Air Transport Sales agents

New Application Variation/ Amendment

Reason for variation: i) Additional Airline(s)
 ii) Information change
 iii) Other (specify).....

1. IDENTIFICATION OF AGENCY/AIR CARRIER

a) Legal Name:

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

c) Contact Address: *(include phone, fax, 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, memorandum and articles of association of the company*

2. BUSINESS ENTITY AND FINANCIAL INFORMATION

a) Registered capital:

b) Paid-up capital:

c) 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) Financial interest % (i.e. shareholding)

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f) 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:	<input type="checkbox"/> General Sales Agent	<input type="checkbox"/> Passenger Sales Agent	<input type="checkbox"/> Cargo Sales Agent
Air Carrier 2:	<input type="checkbox"/> General Sales Agent	<input type="checkbox"/> Passenger Sales Agent	<input type="checkbox"/> Cargo Sales Agent

* 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

6. SECURITY OF TRAFFIC DOCUMENTS AND THE LOCATION/PREMIS

Applicants will be required to provide evidence at the time of inspection that they meet the requirements for security of traffic documents and the premises as stipulated in clause 2.5 (c) of the Rules Governing Air Transport Sales in the Maldives.

- a) Is there a safe for storage of working stock of traffic documents in the premises?
 Yes No

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

- a) Are you a Computer Reservation System (CRS) Subscriber: Yes No
If no

b) 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
If yes

e) Specify approval: GSA PSA CSA
Others *(specify)*.....

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

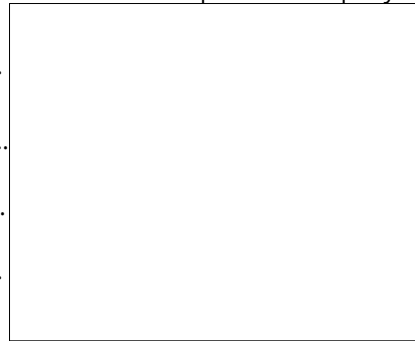
Name of applicant:

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 Air transport Circular: AT 02/07
- Cheques should be made payable to ‘Maldives Civil Aviation Authority’ and cheques should be drawn on a bank in the United States of America or a bank in the Maldives. If the person wishes to pay by Telex Transfer, the bank details of MCAA is available upon request.

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 returned to you if you do not supply all of the necessary information and/or the correct application processing fee.

Supporting documents check list

- Copy of certificate of Business registration,
- Copy of Memorandum and articles of association of the company
- Copy of the agreement between your company and air carrier
- Copy of the letter of appointment
- 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)