



## 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:

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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

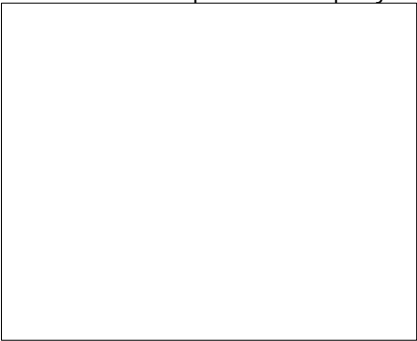
Name of applicant: .....

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.
- 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 agency's 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 if you do not supply all the necessary information and/or the correct application processing fee.
- Accountable person must be a person listed as a director of that organization in the Maldives Business Registry (<https://business.egov.mv/BusinessRegistry>) or a person who is authorized to sign the documents on behalf of the entity.

#### Supporting documents check list

- ☐ Copy of certificate of Business registration,
- ☐ Copy of latest business Profile Sheet from the Government Business Portal, along with the verification code;
- ☐ 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)