



**ASSOCIATION OF SOUTH AFRICAN TRAVEL AGENTS**

**APPLICATION FORM FOR TRAVEL AGENCY MEMBERSHIP**

Important Notes:

1. Please complete this application in block letters or type
2. Tick appropriate blocks
3. Answer all questions
4. Attach proof of payment for the prescribed administration fee, made payable to ASATA

New Application			Change of ownership or shareholding	Change of trading name
Provisional	Full	ITC		

1. Name of Company, Close Corporation, Partnership, Sole Proprietor or other (hereafter referred to as "Applicant")

\_\_\_\_\_

(a) If the applicant has a trade name please state such name here

\_\_\_\_\_

(b) If this application is in respect of a change of trading name, give previous trading name

\_\_\_\_\_

(c) Company's registration number \_\_\_\_\_

Date of registration \_\_\_\_\_

(d) Company's VAT number \_\_\_\_\_

2. Registered address of applicant:

P.O. Box \_\_\_\_\_ Post Office \_\_\_\_\_

Postal Code \_\_\_\_\_ Docex No \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

Nominated contact person within the Travel Business: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

Street Address (in full) \_\_\_\_\_

\_\_\_\_\_

Group Member \_\_\_\_\_ Independent \_\_\_\_\_

3. Registered address of Head Office:

P.O. Box \_\_\_\_\_ Post Office \_\_\_\_\_

Postal Code \_\_\_\_\_ Docex No \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

Street Address (in full) \_\_\_\_\_

\_\_\_\_\_

(Please note: A separate form is required for each and every location)

4. CATEGORY

(Please note: A separate form is required for each category and location address. The applicable membership criteria is attached)

(a) Provisional Membership (Trading less than 1 financial year)

(b) Full Membership

(c) ITC

Is this application in respect of a:

Company  Public  Limited Liability

Close Corporation  Partnership  Sole Proprietor

Other  Specify 'Other' \_\_\_\_\_

5. Is the applicant IATA approved

YES  NO  Application pending  (proof required)

If **YES**, please state IATA reference number: \_\_\_\_\_

If **NO**, please outline how you plan to issue airline tickets? \_\_\_\_\_

\_\_\_\_\_

6. Name of Auditors \_\_\_\_\_ Tel No \_\_\_\_\_

Financial year end (month) \_\_\_\_\_

7. Type of premises (e.g. Shop, Office etc.) \_\_\_\_\_

8. Location (e.g. Ground Floor, Shopping Complex etc.) \_\_\_\_\_

9. Is any other business being conducted from these premises

YES

NO

10. If yes, give full details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Please list all your in-house locations (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Business specialty:

LEISURE

or % \_\_\_\_

CORPORATE

or % \_\_\_\_

13. (a) Date of commencement of Travel Business (new application) \_\_\_\_\_

(b) Date of change of ownership \_\_\_\_\_

OR

c) Date of change of trading name \_\_\_\_\_

14. Full names of all Directors (and Alternate Directors), or all Partners with financial interest, or Sole Proprietor as the case may be. Attach schedule if necessary.

Directors or Members : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Shareholders : 1. \_\_\_\_\_ %  
2. \_\_\_\_\_ %  
3. \_\_\_\_\_ %  
4. \_\_\_\_\_ %

(Please note: If any of the persons named above has any direct or indirect interest in another travel agency, airline, etc. details of such interest must also be stated)

\_\_\_\_\_  
\_\_\_\_\_

15. (a) Is / are any of the above (Point 14) employed at the Travel Business?

YES

NO

(b) If yes to (a), give name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Has any Director/Partner / Sole Proprietor / CEO or Staff Member of the applicant

(a) By reason of improper conduct been dismissed or asked to leave from a position of trust?

YES

NO

(b) Been convicted of an offense involving dishonesty?

YES

NO

17. Has any Director / Shareholder / CEO ever been liquidated or placed under judicial management?

YES

NO

(Please note: If the answer to question 15(a), 15(b) or 16 is yes, an Affidavit must be attached to this application giving full particulars.)

18. Any supplementary information which you feel might assist and promote this application

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19. Please give reasons for applying for ASATA membership.

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20. Letters of reference from the Travel Industry may be advantageous and provide supporting information with regard to the application.

I, \_\_\_\_\_ being duly authorized to make application on behalf of the above-named applicant, hereby declare that the answers given above, and on any annexures, are true and correct in all aspects. I also confirm that the applicant agrees to abide by the requirements of the ASATA Code of Conduct and applicable Terms of Reference and Conventions between Sections as entered into from time to time.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Name of Person completing form

\_\_\_\_\_  
Signature

Position held in the company \_\_\_\_\_

Company stamp \_\_\_\_\_

Supporting documents to be submitted with this application:

**Provisional Membership:**

Annexure C – Directors / CEO / Members Personal details  
Annexure D – Employee Details  
Business Plan  
Management Figures / Interim Statements (If trading longer than 6 months)  
CIPRO registration document  
Tax clearance certificate

**Full Membership:**

Annexure A – Trade Licence Agreement  
Annexure B – Audit Report and Full Audited Financials Statements  
Annexure C – Directors /CEO / Members Personal details  
Annexure D – Employee Details  
CIPRO registration document  
Tax clearance certificate

**ITC Membership:**

Annexure A – Trade Licence Agreement  
Annexure B – Audit Report or Full Audited Financials Statements  
Annexure C – Directors /CEO / Members Personal details  
Annexure D – Employee Details  
CIPRO registration document  
Bank account confirmation  
Tax clearance certificate

**ALL FULLY COMPLETED APPLICATION FORMS WITH  
NON-REFUNDABLE ADMINISTRATION FEE  
MUST BE RETURNED TO:**

**ASATA  
P O Box 3062  
Parklands  
2121**

**2010 MEMBERSHIP FEE :**

Administration fee	R 935.00 (incl. VAT) Must accompany application form
Once off entrance fee	R5,885.00 (incl. VAT)
Subscriptions per annum	R5,885.00 (incl. VAT)

**2010 PROVISIONAL MEMBERSHIP FEE:**

[Trading for less than 1 (one) year]

Administration fee	R 935.00 (incl. VAT) Must accompany application form
Once off entrance fee	R2,943.00 (incl. VAT)
Annual subscription	R2,943.00 (incl. VAT)

After trading for 1 (one) year, **Provisional members** must re-apply for full membership. The difference in cost between full and development membership will be applicable. Thereafter full membership costs will be due on an annual basis.

**2010 ITC MEMBERSHIP FEE:**

Administration fee	R 935.00 (incl. VAT) Must accompany application form
One off entrance fee	R1,430.00 (incl. VAT)
Subscription per annum	R1,430.00 (incl. VAT)

**2009 IN-HOUSE MEMBERSHIP FEE:**

One off entrance fee	R1,430.00 (incl. VAT)
Subscription per annum	R1,430.00 (incl. VAT)