



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 _____% / CORPORATE _____% / Government _____%

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

(b) Date of change of ownership _____

OR

c) Date of change of trading name _____

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

19. Please give reasons for applying for ASATA membership.

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)

2010 IN-HOUSE MEMBERSHIP FEE:

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