



2021-09

## ASATA Travel Member

### **1. Definition**

Travel Member: Means a travel business whose core business is:

- (i) selling domestic and international travel products, services or both to end-consumers, corporates, or government; or
- (ii) developing, preparing, marketing and reserving tours and travel packages; or

providing travel agents with a wide selection of offers to destinations

### **2. Application Process**

- 2.1 All applicants must have been trading as a travel business for at least a full financial year before applying.
- 2.2 All applicants must complete the online application form.
- 2.3 The completed application form must be accompanied by proof of payment of the non-refundable administration fee.
- 2.4 If the applicant has multiple business entities in other locations, it must apply for membership for each of those business entities

### **3. Travel membership criteria**

- 3.1 Membership is open to any travel business domiciled in Southern Africa who meets the criteria set out in these Terms of Reference. However, the board may still reject an application if they have information that leads them to believe that approving the application will be to the detriment of ASATA or the objectives of its members.
- 3.2 All applicants must have been trading as a travel business for at least a full financial year before applying.
- 3.3 No director, owner or manager must be an unrehabilitated insolvent or have been insolvent in the last 5 years.
- 3.4 If the applicant is not an IATA accredited agent, its ticketing agent must be an ASATA member.
- 3.5 Applicants must undertake to operate in accordance with the ASATA constitution, code of conduct, these terms of reference, our advertising guidelines, and the laws of South Africa. This declaration is made electronically during the application process.
- 3.6 Applicants must provide their most recent financial statements as required by the Companies Act 71 of 2008. These financials must be signed by an authorised representative of the applicant, and need to include a signed:
  - auditor's report, or
  - independent reviewer's report by an independent accounting professional.

- 3.9.1 If the Companies Act 71 of 2008 does not require that the applicant's financial statements must be audited by an auditor or independent reviewer, the applicant must submit the financial statements with a report by an independent accounting officer, and the applicant's representative must sign the *ASATA Financial Declaration*.
- 3.9.2 The financial statements must confirm a current minimum ratio (current assets to current liabilities) of 1:1. Where a member or shareholders have subordinated their debt in favour of other suppliers, the debt must be considered as equity funding to the business and is therefore excluded from the definition of current liability.
- 3.9.3 If the applicant's financial statements are aggregated with other unrelated business activities, the applicant must submit divisional management accounts.

#### **4. Documents required to be uploaded during the application process:**

- Signed permission for ASATA to perform a criminal history and credit check on the company or close corporation and its shareholders, directors, members, the CEO, and managers.
- Letters of good standing from two travel suppliers who are members of ASATA.
- If the applicant is not an IATA accredited agent, the applicant must confirm who will issue tickets on the applicant's behalf.
- A valid Tax Clearance Certificate / Pin.
- A current BBBEE certificate or EME/QSE affidavit.
- CIPC registration document.
- The most recent financial statements that meet the requirements set out in 3.9.
- Proof of payment of the non-refundable administration fee, currently set at R1 000.00.