

Below are guidelines to complete the Self-Billing Agreement (SBA)

Identification Type: This can be IATA, TIDS or ARC.

ID number: This is your travel agent industry ID number, such as IATA, TIDS or ARC registration.

Company name: This is the legal name of the individual travel agency entering the Self-Billing Agreement or of the legal name of the corporate entity of a group of agencies / branches.

Trading name: This is the business name a company trades under for commercial purposes.

VAT number: Provide the VAT registration number for your company name. For agencies with multiple branches that are covered by one VAT ID number, please list all IATA numbers (or other registration numbers) related to that VAT ID. This is for VAT reporting purposes. Please download and use the spreadsheet: "SBA IATA# consolidation".

Address / City / Post Code: Include your full address details.

Name: This is the contact name of the person authorising the Self-Billing Agreement. This needs to be a person who is authorised to enter a commitment agreement on behalf of your company.

Title: Add the title of contact person authorising the Self-Billing Agreement.

Phone and Fax: Include the phone and fax of contact person authorising the Self-Billing Agreement.

Email: Include the email address of the contact person authorising the Self-Billing Agreement and to whom the annual renewal email will be sent to.

Signed: Sign the Self-Billing Agreement. If you are returning this by email, send a copy that is signed and scanned.

Date: Enter the date the Self-Billing Agreement is signed. The Self-Billing Agreement will be effective as of January 1, 2008 until December 31, 2008. As we need to allow one week for processing applications, please send the Self-Billing Agreement before December 20, 2007. For Self-Billing Agreements sent at a later date, the Self-Billing Agreement will be effective as of the date it is signed. Until then, you will be responsible for sending invoices for your commission payments.