



SOCIETY OF IATA PASSENGER AGENTS LTD.

17/F., BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong.

Tel: (852) 2869 8601

Fax: (852) 2723 1144

E-mail: info@sipa.org.hk

Website: www.sipa.org.hk

Requirements of Membership:

1. Applicant must hold the followings:-

- (a) A valid Travel Agent Licence issued by Hong Kong Travel Agents Registry;
- (b) A valid Membership Certificate issued by Travel Industry Council of Hong Kong; and
- (c) A valid IATA accredited Certificate.

2. Application must be submitted with the following documents:-

- (a) A completed and Signed Application Form;
- (b) A copy of Certificate of Incorporation;
- (c) A copy of the latest Business Registration Certificate;
- (d) A copy of a valid IATA accredited Certificate; and
- (e) A crossed cheque payable to “**Society of IATA Passenger Agents Limited**” for payment of Annual Subscription fee as described in below item(3).

3. Fee:-

- (a) Entrance Fee: HK\$500 (for new applicant only) **WAIVED***
Annual Subscription Fee: HK\$1,500
- (b) Membership runs on annual basis from 1 July each year to 30 June next year.
- (c) Applicant who joins SIPA during the course of a year, shall pay to the Annual Subscription fee on pro-rata basis (e.g. if application is made in December then the Annual Subscription fee will be $HK\$1500 \div 12 \times 7 = HK\875).
- (d) Member who resigns from membership is not eligible for a refund of fees paid for the current year.

4. Change on company's information:-

Please notify us within one month after any change on company name/address/ownership/ representative/contact details with the related documents.

SOCIETY OF IATA PASSENGER AGENTS LTD.

Membership Application Form



Please complete this form and e-mail or fax back to us.

Tel: (852) 2869 8601

Fax: (852) 2723 1144

E-mail: info@sipa.org.hk

1. Applicant Information

Name in English: In Chinese:	
Registered Address:	
Tel No.:	Fax No.:
E-mail:	IATA Code:
Date of commencement of business:	Nature of Business:
Certificate of Incorporation: (number)	(Date)
Business Registration: (number)	(Date)
No. of Staff: (Main office)	(Branches)
Number and location of branches, if any	

2. Contact Person Details

English Name: (Miss/ Mr./ Mrs.)	Title:
Tel No.:	Fax No.:
E-mail:	

3. List of partners, owners or directors (Please indicate names & positions held)

English Name: (Miss/ Mr./ Mrs.)	Title:
English Name: (Miss/ Mr./ Mrs.)	Title:
English Name: (Miss/ Mr./ Mrs.)	Title:

4. Name of travel trade association(s) of which your agency is a member

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5. Representative (who will attend all meetings of SIPA on behalf of the applicant)

Name of Representative: _____ (Miss/ Mr./ Mrs.)	Title: _____
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Please give a brief details of experience in travel business

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6. Declaration

If our application for membership is accepted, we shall appoint the person mentioned on the above item (5) as our representative to attend meetings of the Society.

Entrance Fee: HK\$500.00 Annual Subscription: HK\$ 1,500.00
(for new applicant only) WAIVED*

I, on behalf of the applicant, confirm that the applicant is an IATA accredited Agent and hereby apply for membership of the Society of IATA Passenger Agents Ltd.. On acceptance as a Member, the applicant agrees to abide by such rules and amendments as may be made from time to time.

We enclose the following documents of the applicant to facilitate immediate processing of the application:

- A completed and Signed Application Form;
- A copy of Certificate of Incorporation;
- A copy of Business Registration Certificate;
- A copy of a valid IATA accredited Certificate; and
- A copy of Travel Agents Registry.

Signature and chop: _____

Name & Title: _____ **Date:** _____