

**IRAN ASEMAN AIRLINES (EP)**  
**APPLICATION FORM OF REPRESENTATION AS**  
**GENERAL SALES AGENCY (GSA)**  
**IN .....**

Please complete the following application form and forward to review by management of Iran Aseman Airlines. Please note that application does not mean the appointment as GSA in your area. Non-submission of all documents requested will disqualify you as an applicant. The attachment of all required documents is necessary.

1. Registered Name of Organization: (Enclose required documents)  
.....

2. Business Address:  
.....

4. Date of Establishment:  
.....

3. Registration No  
.....

4. Facilities Available:  
.....

Telephone:  
.....

Telefax:  
.....

Email:  
.....

Website  
.....

6. Nature of Business: .....

.....

7. Nature of Business Entity:

Sole Proprietorship:

.....

Partnership:

.....

Association:

.....

Corporation etc

.....

8. Company's Status (If applicable)

.....

8.1 If Subsidiary, state name of Parent Company

.....

8.2 If Parent company, list name of Subsidiary:

.....

9. Type of Company: (Company's )

9.1 If company is registered under the companies act, please

- a) State amount of authorized Capital:
- b) State amount of issued and paid up capital: (Enclose proof of paid up Capital)
- c) Provide Article & Memorandum of association:
- d) Provide latest Annual report:
- e) Latest and previous balance sheet:
- f) Cash-flow and turn-over according to bill and invoices:
- g) Provide Company's brochure:
- h) Provide Company's certificates, diplomas and licenses:
- i) Provide names and addresses of company secretary and director specifying the shares held:

<u>Name</u>	<u>Address</u>	<u>Shares Held</u>

**9.2.If Business is Partnership:**

- a) State total Capital Contribution: .....
- b) Provide latest audited Financial Statement: .....
- c) Provide names and addresses of all partners specifying amounts of contribution:

<u>Name</u>	<u>Address</u>	<u>Shares Held</u>

**9.2.If Sole Proprietorship, Please**

- a) State full Name and alias if any.....
  - b) Provide latest Audited financial Statements.....
10. Address of Branch Office(s) if any.....
11. State your appointed Sales Agents or Marketing/Sales outlets if any.....
12. How long has your Agency been in the travel Trade.....
13. Are you a member of a Travel Trade Organizations? If yes please name the Organizations:  
.....
14. Is your agency approved by the International Air Transport Association (IATA)?  
If **YES**, Please indicate your IATA agency code:.....
15. Are you an appointed Travel Agency by your National Carrier? .....
- If So, please indicate:
- a) Date of Appointment.....
  - b) Agency Numeric Code.....
  - c) Are you holding ticket stock of the national carrier.....
- If YES, give details as to the credit facilities accorded to you.....

16. Are you acting as General Sales Agents for any Airlines?

If so, Specify:

a) Name of Airline: Use Airline Prefixes:

.....

b) Rate of Commission:

.....

c) Date of Appointment:

.....

17. Indicate types of clients/customers that the agency handles:

(Professional, Businessmen, Government Agencies , International Organizations, NGO etc).

18. The ways and variety of services offered to customers:

.....

.....

19. Please list your contacts in the government ministry:

.....

.....

20. Name and address of your banker(s) (Enclose banker's reference in scaled envelope)

Name	Designation

21. Are you granted overdraft facilities by any Bank(s)? If yes please indicate details: **N/A**

Name of Bank	Accounts	Interest Rate %	Period

22. Please provide in detail, experience of your key personnel in the travel trade and aviation industry:

.....  
 .....  
 .....

23. Total staff Strength:

24. Provide following data (where applicable)

Sales Potential	No. of PAX	International	Domestic

25. If appointed as General Sales Agent:

- a) Do you agree to provide a minimum Bank Guarantee to hold Iran Aseman Airlines ticket stock
- b) Specified space or building to Aseman Airlines:
- c) Specified anticipated sales for the first year.....
- d) Indicate time required to remit money.....
- e) Indicate your marketing plan and programs for future: .....

26. Are you interested in becoming GSA or Cargo Sales or Both?

.....

27. Do you maintain a computerized system for accounting records?

28. ....

29. your office equipped with a computerized reservation system?

30. ....

31. Type of stamping/Validating machine used in office. (Manual / Electric / Rubber Stamp)

.....

32. Do you have adequate facilities for storing Airline accountable documents.....

If so, please specify.....

33. The laws and rules of Finance Affairs:

.....

32. Comments for Consideration:

.....

The undersigned certifies that the particulars contained herein are true and correct and will form part of Sales Agency Agreements if and when such an agreement is executed.

**SIGNATURE :** .....

**Name of Applicant** .....

**Director** .....

**Date:** .....