



Name of Agency	
IATA or Non-IATA	
Date of Incorporation	
TALA License Number	
Date of issue and class of TALA	
Contact person and designation	
Physical Address of Office	
Phone Number	
Fax Number	
Email	
Website	
Out of office contact	

Please enclose copies of National Identification (NIDA) of your company Director(s) and Shareholder(s) and full BRELA search records, Memorandum & Articles of Association.

The following documents are also required (copy of):

- Tourism License Certificate (TALA License)
- Certificate of Incorporation/Company Registration
- Business License
- TIN Certificate
- IATA Certificate (if applicable)
- TASOTA membership application form duly filled (attached herewith)
- Names of directors/shareholders with their percentages of shares and organization chart
- Mobile numbers of the directors
- Latest company annual returns
- Office plot number and certified office location

**All documents** above must be **must be duly attested by a lawyer** and EFD of fees paid to the lawyer must be availed as well.

I certify that the above information is correct and agree to abide by the Rules and Regulations, code of Ethics and Constitution of the Society.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp or Seal: \_\_\_\_\_