

## GUIDELINES FOR COMPLETION OF APPLICATION FORM

**PART 1 - Name & Address:** The **full corporate name, including a trade name or doing business as (dba)** and **headquarters** address where the organisation is registered is to be shown. The information will be notified to the industry, upon assignment, and published in the IATA Airline Coding Directory and other industry publications. Include a street address number, together with a post office box number, to ensure all correspondence reaches the organisation.

**PART 2 - Airlines and Non-Airlines.** Please respond to all questions in this Part. Assignments will **not** be made unless IATA receives a copy of the Company Operating Certificate/licence. (In the case of companies requesting an additional set of codes, it may not be necessary to resubmit the Operating Certificate/Licence.) Indicate whether the organisation was previously assigned a three-digit code for interline traffic documents passenger or cargo.

**PARTS 3 AND 4 - Declaration By Airlines And Non-Airlines & Signature.** Assignments will **not** be made unless these Parts are duly completed.



**APPLICATION FORM FOR BAGGAGE TAG ISSUER CODES (BTIC) (TYPE OR PRINT)**

NOTE: IATA KEEPS APPLICATIONS ON FILE FOR A PERIOD OF SIX MONTHS FROM THE DATE SHOWN ON THE APPLICATION FORM. IF YOUR COMPANY HAS NOT QUALIFIED BEYOND THAT DATE, IT WILL BE NECESSARY TO REAPPLY.

**PART 1 - Name and Address**

Name of Organization: \_\_\_\_\_

Headquarters (Country of Registry of Organization) Mailing Address

Street Address No. \_\_\_\_\_ Post Office Box No. \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

(Mr./Mrs./Miss/Ms)

Tel. Number: Country Code/\_\_\_\_\_/Area Code/\_\_\_\_\_/Number\_\_\_\_\_

Fax Number: Country Code /\_\_\_\_\_/Area Code/\_\_\_\_\_/Number\_\_\_\_\_

Internet Address:\_\_\_\_\_

**PART 2 - Airlines and Non-Airlines**

Nature of Business:  Airline  Non-Airline, specify: \_\_\_\_\_

Company Operating Certificate/Licence (Attach copy). Name of Issuing Authority:---\_\_\_\_\_

Date & Place of Issue: \_\_\_\_\_ Period of Validity: \_\_\_\_\_

Estimated Annual Baggage Tags Issued: \_\_\_\_\_ Estimated Annual Passengers Boarded: \_\_\_\_\_

Has this company ever been assigned a two-character designator by IATA or ATA?  No  Yes.

Please indicate:\_\_\_\_\_

Has this company ever been assigned a numeric code by IATA or ATA?  No  Yes

Please indicate:\_\_\_\_\_

**PART 3 - DECLARATION by Airlines and Non-Airlines Concerning Requirement for Baggage Tag Issuer Codes (BTIC):**

- I hereby declare that I require the baggage tag issuer code set as our company allows use of its departure control system by handling agents and wishes to discriminate between tags issued for its own purpose and those issued to handling agents
- I hereby declare that I require the baggage tag issuer code set as our airline has more than one independent departure control system and wishes to distinguish between the systems
- I hereby declare that I require the baggage tag issuer code set as the volume of baggage being tagged means the departure control system will run through the available serial numbers in three days or less
- I hereby declare that I require the baggage tag issuer code set as the airport(s) I operate to have an automated baggage system based on the licence plate and bar code technology
- I hereby declare that I require the baggage tag issuer code set as our non-airline company owns and operates its own departure control system

**PART 4 - Signature**

Name of Person Responsible for this Application Form: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

