



**Maldives Civil Aviation Authority  
Republic of Maldives**

**Application for approval as an Air Transport Sales agents**

New Application

Variation/ Amendment

Reason for variation: i) Additional Air carrier(s)  
ii) Information change  
iii) Other (specify)

**1. IDENTIFICATION OF AGENCY/AIR CARRIER**

Approval Number (if apply for variation):

- a) Legal Name:
- b) Trade Name: *(if different from (a))*
- c) Contact Address: *(include phone number(s), E-mail, URL, etc)*
- d) Postal Address: *(if different from (c))*
- f) Registration number of the company:
- g) Date of Registration:  
\* Attach copies of certificate of registration, Profile Sheet from Business Portal

**2. BUSINESS ENTITY AND FINANCIAL INFORMATION**

- a) Registered capital:
- b) Paid-up capital:
- c) Are you a:

Air operator registered in Maldives

Sole proprietorship

Partnership

Private limited company

Public limited company

Others (specify)

c) Name(s) of owner/shareholders:

d) Financial interest % (*i.e. shareholding*)

e) Name and titles of principal directors/officers:

3. **SPECIFIC INFORMATION** (*if applying to act as Sales Agent of an air carrier*)

a) Give full name and address of air carrier you wish to act as sales agent:

Air carrier 1:

Air carrier 2:

b) Approval sought as:

Air Carrier 1:	GSSA	GSA	PSA	CSA	NDC
Air Carrier 2:	GSSA	GSA	PSA	CSA	NDC

*\* Attach a copy of the agreement between your company and the air carrier along with the letter of appointment*

*\* If additional space is required for this item, attach additional sheets of paper*

- *GSSA means General Sales and Services Agent*
- *GSA means General Sales Agent*
- *PSA means Passenger Sales Agent*
- *CSA means Cargo Sales Agent*
- *NDC means IATA New Distribution Capability*

#### **4. STAFF**

Give name(s), position or title and work experience of full-time and/or part-time staff members (in reference to clause MCAR-251.B.15 (b) of the MCAR-251 International Air Transport Sales) who will be employed in the agency and who are qualified and competent to sell international air transportation. Please attach relevant training certificate(s).

#### **5. PREMISES OF AGENCY/AIR CARRIER LOCATION**

a) Give name, contact/postal address of the agency location for which approval sought (*include phone number(s) and E-mail*);

b) Give name, contact details of the accountable person (including phone number(s) and email address)

c) Is the agency located in the premises of a commercial firm or organization?

Yes

No

If yes

d) Give a brief description of other works carried out in the premises:

6. **OTHER INFORMATION** *(if applying to act as Sales Agent of an air carrier)*

a) Are you a Computer Reservation System (CRS) Subscriber: Yes No

If no

b) Who will provide you with CRS facilities:

c) Give name(s) of participating GDRS in the CRS you will be using:

d) Are you an IATA approved agent: Yes No

If yes

f) Give IATA Numeric Code and the date this was granted:

*(Attach a copy of approval certificate)*

g) Are you a travel agent: Yes No

If yes

h) Give the registration number:

i) Date of Registration:

j) Date travel agency was opened:

*(Attach a copy of certificate of registration)*

k) Do you represent any air carrier in the Maldives: Yes No

If yes:

l) Give the name(s) of air carrier(s) you currently represent and precise functions you perform:

I hereby certify that the foregoing statements (including statements made in attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorized by the company identified in 1(a) to make these statements and file this document.

Signature:

Name of applicant:

Contact (*phone number, E-mail*):

Position/Title:

Date:

Affix official Stamp of the company



## SUBMISSION AND PAYMENT INSTRUCTION

- Submit the completed application form to Maldives Civil Aviation Authority, together with "application processing fee" MVR/US \$ ..... being payable in accordance with MCAR- 251, Air Transport Sales.

### **Payment Methods:**

- **Bank Transfers:** Payments can be made to MMA via ACH or RTGS. Once payment is made, please share the transaction details, including the transaction number, date, and the Certificate Number being paid, to facilitate tracking and record updates.
- **BandeyriPay Service:** To make a payment, complete the "Payment Request Form" at <https://bp.finance.gov.mv/> After submission, you will receive a BML mPOS payment link to finalize the transaction. A confirmation email will be sent once the payment is successfully processed.

MCAA use only

Receipt/Invoice Number:

Date:

## GUIDANCE NOTE

- A separate application is required for each air carrier agency for which approval is sought.
- A separate application is required for each agency location for which approval is sought.
- If additional space is required for any item, attach additional sheets of paper.
- Your application form will be rejected and returned to you if you do not supply all the necessary information and/or the correct application processing fee.

### Supporting documents check list

- ☐ Copy of certificate of Business registration,
- ☐ Copy of Profile sheet from government business portal
- ☐ Copy of the agreement between your company and air carrier
- ☐ Copy of the letter of appointment (must be submitted by air carrier)
- ☐ Copy of relevant training certificate(s)
- ☐ Copy of IATA approval certificate (If IATA registered)
- ☐ Copy of travel agency certificate of registration (If registered as a travel agency)