

Norms for IATA / TAAI / TAFI / IATO / ADTOI -01.02.2017

1. Such accredited agents of **IATA / TAAI / TAFI / IATO / ADTOI** as are desirous of transacting through IRCTC should write to IRCTC along with letter/License issued to them confirming that the party is an authorized accredited agent/member. After confirming the same, IRCTC may enter into a formal agreement with them. The agreement will include acceptance of the terms & conditions for using IRCTC's website for booking tickets. These agents / members will pay a onetime fee of Rs. 30,000/- + Service Tax applicable (only through demand draft in favour of IRCTC Payable at New Delhi only) to IRCTC of which Rs. 20,000/- will be refundable if agent/member voluntarily withdraws from the arrangement with IRCTC.
2. All such accredited agents/members will be required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC.
3. On expiry of the validity of recognition of agent/member by **IATA / TAAI / TAFI / IATO / ADTOI**, the access provided to such agents/members would be deactivated by IRCTC unless renewed by IATA/TAAI and conveyed to IRCTC. Further, annual renewal charges for the scheme will be Rs. 5,000/- +Service Tax Applicable.

Charges Applicable

Maximum charges which can be levied on the customer are as follows:

IRCTC Service Charge Plus service tax as applicable		Agent Service Charge (Inclusive of services Tax)		Total (IRCTC + Agent)	
Sleeper	AC	Sleeper	AC	Sleeper	AC
0 + Service Tax	0+ Service Tax	20	40	20+ Service Tax on IRCTC's Service charges	40+ Service Tax on IRCTC's Service charges

The above charges are inclusive of Service Tax. Service Tax as applicable should be shown separately in the receipt issued by the Second Party. These charges are as fixed by Indian Railways and are liable to change without notice at any point of time.

LIST OF DOCUMENTS TO BE SUBMITTED BY IATA / TAAI / TAFI / IATO / ADTOI

1. Agreement with photo on a 100/- Rupees stamp paper of Delhi (Every Page should be self attest & stamped).
2. DD of Rs. 30,000/- +Service Tax applicable (In favor of IRCTC, payable at New Delhi)
3. Registration Form (Hard Copy)
Soft Copy of Registration Form - MS word and PDF format through mail - iata@irctc.co.in
4. Class III Personal Digital Certificate(in .CER format through mail - iata@irctc.co.in)
5. Photocopy of IATA/TAAI/TAFI/ADTOI/IATO accreditation/membership certificate. (Current Year)
6. Photocopy of IATA Agreement.
7. Copy of Authorization from **IATA / TAAI / TAFI / IATO / ADTOI** indicating validity of their authorization as accredited agents / member.
8. Pan Card Photocopy of Individual & (Company or Firm)
9. Address Proof

Additional documents

1. Memorandum & Articles of Association (In case of Pvt. Ltd. companies)
2. Minutes of Board Meeting (In case of Pvt. Ltd. companies)
3. List of Directors (In case of Pvt. Ltd. companies)
4. Authorization letter or Resolution Certificate. (with signature of other director or Partners).
5. Affidavit on a 10/- Rupees Stamp Paper with notary attestation. (In case of Proprietor)
6. Deed of Partnership (In case of partnership)
8. List of Partners (In case of partnership)
9. Authorization Letter (In case of partnership)