

Owner Photo
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Representative Photo
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To  
**The Secretary General**  
 Association of Travel Agents of Bangladesh  
 (ATAB) Sattara Center (15<sup>th</sup> Floor)  
 30/A Nayapaltan, VIP Road, Dhaka 1000.  
 Bangladesh.

Application date: ...../...../.....

**Through:** Chairman or Secretary, Zonal Committee, **Dhaka / Chittagong / Sylhet.**

**Subject: Application for Membership.**

Dear Sir,

I / We here by apply to become a member of the Association of Travel Agents of Bangladesh (ATAB) and Undertake to abide by the Memorandum, Articles of Association and conduct rules of ATAB along with the laws there under as are presently and may come in force from time to time.

Particulars of the Organization required for Membership has been given below :-

<b>1</b>	Name of the Organization		
<b>2</b>	Full Address		
	Police Station		Zone
	Phone Number		Fax
	Mobile Number		
	Email		
	Website		
<b>3</b>	<b>Particulars of the Owner/ Owners</b>		
<b>i</b>	Name		Designation
<b>ii</b>	Name		Designation
<b>iii</b>	Name		Designation
<b>4</b>	Permanent Address		Mob No.
<b>5</b>	<b>Particulars of Person, Who will Represent his Organization in ATAB(If Other than Owner)</b>		
	Name		Designation
	Full Address		
	Phone(Office)		Resident
<b>6</b>	Status of Ownership( Please tick mark in box)		
	Company/ Incorporated	<input type="checkbox"/>	Partnership
		<input type="checkbox"/>	Proprietorship
		<input type="checkbox"/>	

<b>7</b>	<b>Date of Establishment</b>			<b>8</b>	<b>NID Information</b>															
					<b>Owner</b>															
	<b>Day</b>	<b>Month</b>	<b>Year</b>		<b>Representative</b>															

**9. Number and Date of Latest Trade License.**

	<b>Date:</b>			
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**10. TIN Number.**

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**11. Other Business License (Please tick Mark in Box)**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hajj</b>	<b>Umrah</b>	<b>Recruiting</b>

<b>Involved In Tourism Activities</b>			
<input type="checkbox"/>	<b>Inbound</b>	<input type="checkbox"/>	<b>Outbound</b>

**12. Other Association Membership (if Any)**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BAIRA</b>	<b>HAAB</b>	<b>IATA</b>	<b>TOAB</b>	<b>TDAB</b>

**13. No & Date of Registration / Renewal Certificate from Ministry of Civil Aviation & Tourism.**

	<b>Date:</b>			
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Proposer no-1 with (ATAB member) Name, Seal and Signature	Proposer no- 2 with (ATAB Member) Name, Seal and Signature	Applicant
		<b>Applicant seal &amp; Signature</b>

**FOR ATAB ACCOUNT USE ONLY**

<b>MR. No</b>		<b>Received Date</b>	
<b>P. O. No</b>		<b>Issued Date</b>	
<b>Bank</b>		<b>Branch</b>	

\_\_\_\_\_  
Verified By

\_\_\_\_\_  
Name & Signature of Accounts

Documents to be Submitted		Received	
1	Pay order of TK. 27,650.00 from any Bank in Favor of ATAB		
2	Two copies of latest passport size color photographs.		
3	Photocopy of current trade license.		
4	Photocopy of current TIN Certificate.		
5	Photocopy of Ministry of Civil Aviation and Tourism Certificate (MOCAT).		
6	Photocopy of NID / Passport.		
7	Photocopy of Incorporation Certificate.		
8	Photocopy of Company memorandum & articles (Only for Limited Company).		
9	Photocopy of Deed of partnership (Only for Partnership Business).		
10	Deed of agreement of Rental office space / Land Ownership Documents.		
11	Personal details of Owner/Owners/ Bio Data		
12	Internal & External Photographs of Office.		
13	At least one staff should have Certificate either from NHTTI (National Hotel & Tourism Training Institute) or Airline (Biman Bangladesh of Airlines) or ATTI (ATAB Tourism Training Institute) or From any GDS (Sabre / Galileo / Amadeus).		
14	Staff List on Office Pad with seal and signature of owner.		
15	ATAB Membership ID Card Form (Format available at ATAB Website <a href="http://www.atab.org.bd">www.atab.org.bd</a> ).		

**N.B.:**

Complete application form should be submitted directly at ATAB Office or can be sent by registered post. (Incomplete Application will not be honored).

**Membership / Yearly Subscription / ID Card Fees chart is as below.**

Membership Fee	Annual Subscription	ID Card Fee	In Total
BDT. 20,000.00	BDT. 7,500.00	BDT. 150.00	BDT. 27,650.00
Overseas Member			
US Dollar \$1,250.00	US Dollar \$150.00	US Dollar \$5.00	<b>US Dollar \$1405.00</b>

**-:End:-**